

**Please bring this Warrant  
to the Annual Town Meeting**

**Commencing Monday, May 8, 2017, 7 PM  
Blanchard Memorial School Gymnasium**

**Annual Town Election  
Tuesday, May 16, 2017, 7 AM – 8 PM  
Boxborough Town Hall**





**TOWN OF BOXBOROUGH  
ANNUAL TOWN MEETING  
MAY 8, 2017  
LIST OF ARTICLES**

- 1. CHOOSE TOWN OFFICERS**
- 2. RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
- 4. AMEND FY 2018 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE**
- 5. TOWN OPERATING BUDGET**

**SENSE OF THE MEETING (NON-BINDING)**

- 6. SENSE OF THE MEETING - TO MOVE THE DATE OF THE ANNUAL TOWN MEETING**
- 7. SENSE OF THE MEETING - THAT BOXBOROUGH IS "A RURAL ENGAGED COMMUNITY FOR ALL" AND A CONSTITUTIONAL COMMUNITY COMMITTED TO PRESERVING THE PROTECTIONS AFFORDED BY THE BILL OF RIGHTS**

**COMMUNITY PRESERVATION FUND**

- 8. CPC REPORT AND ESTABLISH FY 2018 RESERVES**
- 9. OPEN SPACE (INCLUDING RECREATION)**
  - Transfer to Conservation Trust
- 10. COMMUNITY HOUSING**
  - A. Transfer to the Affordable Housing Trust - Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018)**
  - B. Boxborough Rental Assistance Program (BRAP)**
- 11. HISTORIC RESOURCES**
  - A. Conservation of Historic Town Records**
  - B. North Cemetery Restoration**
- 12. HISTORIC RESOURCES**
  - Preservation of Steele Farm House

**FINANCIAL CONSENT AGENDA**

- 13. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND\*\***
- 14. CLOSE COMPLETED ARTICLES TO GENERAL FUND\*\***
- 15. LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER\*\***
- 16. CABLE INFRASTRUCTURE\*\***
- 17. PAYMENT OF A PRIOR FISCAL YEAR BILL\*\***
- 18. VETERANS MEMORIAL DESIGN STUDY\*\***

**19. SNOW AND ICE DEFICIT\*\***

**CAPITAL CONSENT AGENDA (individual items do not exceed \$15,000)**

**20. CAPITAL EQUIPMENT & INFRASTRUCTURE - TOWN HALL\*\***

- A. Replacement of Voting Booths**
- B. Replace Hot Water Heater**

**21. INFORMATION TECHNOLOGY - WIRELESS ACCESS POINTS - FIRE, DPW AND LIBRARY\*\***

**22. POLICE DEPARTMENT - BUILDING REPAIRS AND MAINTENANCE\*\***

- A. Carpeting**
- B. Interior Lighting**
- C. Interior Paint**
- D. Duct Cleaning**
- E. Server Room HVAC**

**23. POLICE DEPARTMENT - EQUIPMENT\*\***

- A. Office Furniture**
- B. Photocopier**

**24. FIRE DEPARTMENT - REPLACE 1 RUGGEDIZED TABLET\*\***

**25. DPW - DUMPSTERS - METAL AND WOOD (NON-METAL)\*\***

**OTHER CAPITAL EQUIPMENT AND INFRASTRUCTURE (most individual items in excess of \$15,000)**

**26. TOWN HALL - EXTERIOR PAINT TOUCH-UP**

**27. SOUTH CEMETERY - STONE WALL**

**28. LIBRARY - REPLACE CARPETING**

**29. INFORMATION TECHNOLOGY**

- A. Hardware and Software Upgrades**
- B. Town Facilities Access Control System**

**30. POLICE DEPARTMENT - BUILDING & GROUNDS REPAIRS AND MAINTENANCE**

- A. Repave Parking Lot**
- B. Landscaping**

**31. FIRE DEPARTMENT - REPAIR/REPAVE PARKING LOT**

**32. FIRE DEPARTMENT EQUIPMENT**

- A. Mobile and Portable Radios**
- B. Public Safety Radio Upgrade - Continuation**

**33. DPW EQUIPMENT**

- A. Update Radio Equipment**
- B. Six-Wheel Combination Dump Truck/Spreader**
- C. One-Ton F550 Truck**
- D. Re-Furbish 1996 Loader**

**34. DPW - ROAD PAVING**

**35. DPW - REPLACE GARAGE ROOF (OLD SIDE)**

- 36. MASSACHUSETTS SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL PERMIT CONSULTING SERVICES
- 37. RELEASE OF EXISTING EASEMENT; ACQUISITION OF LAND

**ZONING BYLAW AMENDMENTS**

- 38. ZONING BYLAW AMENDMENT - AMEND SECTION 9004 PENALTY
- 39. ZONING BYLAW AMENDMENT - AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) BUSINESS/INDUSTRIAL USES, AND SECTION 6006 PARKING SCHEDULE
- 40. ZONING BYLAW AMENDMENT - AMEND SECTION 4003(4) BUSINESS/INDUSTRIAL USES
- 41. ZONING BYLAW AMENDMENT - AMEND SECTION 6307 SIGNS PERMITTED IN BUSINESS DISTRICTS, OFFICE PARK DISTRICTS, AND INDUSTRIAL-COMMERCIAL DISTRICTS SHALL INCLUDE:
- 42. ZONING BYLAW AMENDMENT - ADD SECTION 7700 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS

**NON-MONETARY CONSENT AGENDA**

- 43. TRANSFER CARE, CUSTODY AND CONTROL OF COBLEIGH PARCEL TO CONSERVATION COMMISSION\*\*
- 44. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*
- 45. GENERAL BYLAW - REVOLVING FUNDS (AND EXPENSE LIMITS)\*\*

**LEGEND**

**\*\* CONSENT AGENDA**



## **BOXBOROUGH ANNUAL TOWN MEETING**

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 8, 2017 at 7:00 p.m. to act on Articles 2 through 45 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Tuesday the 16th day of May, 2017 at 7:00 a.m. for the Election of Town Officers. The polls will be open continuously until 8:00 p.m. when they shall be closed.

## CONSENT AGENDAS

In an effort to streamline Town Meeting and make it more inviting to voters, the Board of Selectmen will again use the Consent Agenda. This will speed the passage of articles which the Selectmen feel, after consulting with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. The Selectmen have voted unanimously (5-0, or 4-0-1, reflecting a couple of situations in which a member had to abstain) to recommend all those articles on each of the Consent Agendas.

This year, there will be three Consent Agendas. The **Financial Consent** (Article #13 through #19, inclusive) includes transfers, closing out of completed articles and some appropriation articles considered to be non-controversial. The **Capital Consent** (Article #20 through 25, inclusive) includes smaller capital items, which individually cost less than \$15,000. The **Non-Monetary Consent** (Article #43 through #45 inclusive) will be taken up as usual at the end of Town Meeting. All of the articles to be taken up on the Consent Agendas are indicated by a double asterisk (\*\*).

### **THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLES 12 AND 42, RESPECTIVELY.**

At the call of each of the Consent Agendas, the Moderator will announce the number of each Article. If one or more voters object to including any particular Article in the Consent Agenda, they should say the word “Hold” in a loud voice when the number is called. The Article will then be removed from the Consent Agenda and restored to its original place in the Warrant. We will then debate and vote on it in the usual manner. After calling the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Summaries are included under many of the articles printed in this warrant.

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### **COMMUNITY PRESERVATION FUND (Articles 8 - 12)**

In 2014, Boxborough’s voters accepted Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act and early in 2015 the Community Preservation Committee (CPC) was established. It is comprised of nine members representing the Conservation Commission, Historical Commission, Recreation Commission, Housing Board, Agricultural Commission, Finance Committee, Planning Board and two at-large members designated by the Board of Selectmen.

The Community Preservation Fund is a special revenue fund subject to appropriation. The CPC is tasked with receiving applications and making recommendations to Town Meeting before any monies can be expended from the fund for the particular community preservation purposes established by statute: open space (including recreational uses), historic resources, and community housing (low and moderate income housing for individuals and families, including low or moderate income senior housing). Each fiscal year, the legislative body, i.e., Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administration. “Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2018, under the local surcharge and the November state matching funds for the prior fiscal year.

The CPC’s recommendations for this year are found later in the warrant under articles 8 – 12.

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**Please carefully review the Warrant and do not hesitate to contact the Town Administrator by email to [sshaw@boxborough-ma.gov](mailto:sshaw@boxborough-ma.gov) or phone, 978-264-1712, with any questions regarding the articles or procedures.**

## **ARTICLE 1        CHOOSE TOWN OFFICERS**

(Majority vote required)

**One Moderator**, for a one-year term

**One Board of Selectmen** member, to complete a one-year unexpired term

**Two Board of Selectmen** members, each for a three-year term

**One Board of Health** member, for a three-year term

**Two Library Trustees**, each for a three-year term

**Two Planning Board** members, each for a three-year term

**Two Acton-Boxborough Regional School Committee** members, each for a three-year term

As well as other Town Officers as may be necessary.



## **ARTICLE 2        RECEIVE REPORTS**

(Majority vote required)

To see if the Town will vote to receive the reports of the Selectmen and other Town Officers, Agents and Committees, including those published in the 2016 Annual Town Report, or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (5-0).**

### **ARTICLE 3        SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2017 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Town Clerk	\$48,759.03/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (5-0).**

## **ARTICLE 4            AMEND FY 2018 PERSONNEL ADMINISTRATION PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE**

(Majority vote required)

To see if the Town will vote to amend certain sections of the Personnel Administration Plan and the Classification and Compensation Schedule in the manner that is set forth in the document on file with the Town Clerk entitled “Proposed Changes to Personnel Administration Plan – May 2017” and also available on the Town’s website, or to take any other action relative thereto.

### **Summary**

#### ***Administrative changes to the plan***

##### *Article VI. The Pay Plan, section 1 b. and c.: Add the Board of Library Trustees to the approval process*

*It was noticed that the approval process for new appointees had previously excluded the Library Board of Trustees (LBoT). Library employees fall under the purview of the LBoT, not the Board of Selectmen. The proposed amendment to Article VI is a housekeeping item, which will remedy that issue.*

##### *Article IX. Holidays, section 3: Modify the manner in which holiday pay is calculated for regular non-exempt reduced-hours employees*

*Currently, holiday pay for non-exempt reduced-hours employees is calculated based upon a pro-rata formula of total hours worked in a normal week by forty. It seems illogical to pay an employee for a holiday that occurs on a day not normally worked by the employee, or for a number of holiday hours that does not correspond to the employee’s regular work schedule. This proposed modification would provide for such employees to be compensated for holidays for the number of hours the employee would have normally worked that day had it not been a holiday.*

##### *Article XI. Paid Leaves of Absences, section 1 g: Correct a typo*

*The proposed amendment is a housekeeping item to delete the superfluous “Amended:” which was inserted in error.*

##### *Article XVII. Performance Reviews, section 3: Replace the table of descriptive ratings*

*The final proposed amendment would replace the existing ratings and descriptions to provide for ratings that are better illustrative of an employee’s performance. The following articles of the Plan, which reference the rating “meets requirements” (which is proposed to be replaced by “proficient”) will also require amending: Article VI. The Pay Plan, Section 7. Merit Salary Adjustments; Article XVI. Compensation for Positions, Section 1; Article XVII, Section 2. Administrative Procedures; and Article XVIII. Management Rights, Section 2.*

#### **Classification and Compensation Schedule**

*All positions are classified into groups and classes doing substantially similar work and having substantially equal responsibilities, and are then set forth in the Classification and Compensation Schedule, which is incorporated in the Personnel Plan. It is proposed to add the positions of (DPW) Business Administrator to Grade 13 and Animal Control Officer to Grade 10 in the schedule of Regular Full-time, Reduced and Part-time Employees.*

*The (DPW) Business Administrator position will replace the Department Assistant position in the Public Works Department to more properly and accurately encompass the additional duties and responsibilities associated with support of business administration and departmental operations. Key areas of additional responsibility for this position include Hager Well and shared septic system operations and reporting to DEP, transfer station reporting and tracking to DEP and EPA, managing DPW procurement, managing Ch. 90 submissions process, and preparation of bid documents. The Personnel Board evaluated the job description and based upon a number of*

*factors, including physical environment, capabilities, job characteristics and responsibility, determined that the position should be classified as grade 13.*

*The Regional Animal Control Officer (ACO) is a regular full time position and had not been previously classified as such under the Town's Personnel Plan. The Personnel Board evaluated the job description and based upon a number of factors listed above determined that the position should be classified as grade 10.*

*The inclusion of FLSA exempt and non-exempt status for regular full-time, reduced and part-time employees was added to the Classification and Compensation Schedule because it is a significant factor when looking at how positions are considered with respect to the applicability of the Personnel Plan.*

*In providing a recommendation for wage adjustments, the Personnel Board reviews not only the CPI-U for the area, but in order to attract and retain a highly-qualified workforce, it also considers the wage adjustments provided by neighboring and comparable communities. The Personnel Board voted to provide for a wage adjustment factor of 2% over FY 2017 for the majority of positions with the following exceptions:*

- i. retain the 7/1/16 rates for the per diem and intermittent positions of CIT, Intern (Town Hall), Junior Library Page, Library Page, Counselor and Animal Control Officer as well as the positions listed under "Stipends (Annual)"*
- ii. maintain the minimum wage for the Election Workers and increase the rate for the Clerk of Elections by 3.73%*

*The Town Clerk asked the Personnel Board to consider increasing the pay of Clerk of Elections to a level that was commensurate with the responsibilities of the position and noted that the position covers the wardens and the constables who help oversee the smooth conduct of elections, troubleshoot issues and maintain order. The positions require more training in order to be able to perform these jobs, which are more complex than those of the election workers. The Personnel Board is recommending an increase of just over 3.7%, which maintains the differential between the Election Worker and Clerk of Elections positions at the same level as last year (approx 16%).*

*Finally, the Municipal Modernization Act, which took effect this past year, eliminated the caps on revolving funds; therefore, the caps that had been previously listed under the Wiring Inspector and Plumbing & Gas Inspector Fees have been removed.*

**The Personnel Board recommends.**

**The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectman and Personnel Board held a joint public hearing on March 13, 2017 at Town Hall on the proposed changes to the Personnel Plan including a 2% wage adjustment for all regular employees. In addition, all employees who have not yet reached their maximum step would be eligible for a 2.5% step increase provided that they met the performance requirements of the position. The Selectmen support the wage adjustment to ensure that the Town continues to retain and attract highly qualified employees.

The Selectmen also support the proposed changes in the language of the Personnel Plan as described in the summary.

**The Finance Committee does not recommend (6-0).**

The Finance Committee does not recommend the amended Personnel Plan Classification and Compensation Plan. Due to the State Minimum Wage Law being misinterpreted, some positions are being classified at a much higher rate than the law requires. We are also opposed to the proposed 2% Cost of Living Adjustment (COLA) as it is inconsistent with the CPI-U (Consumer Price Index -Urban) as reported in December. The CPI-U was reported at 1.3%, yet the compensation plan calls for a higher rate of 2%. Most employees also receive a step increase of 2.5%, as well as a COLA increase. After many meetings with the Personnel Board and Board of Selectmen, we fail to see the supporting data for calculating the 2% COLA. We believe a 1.5% COLA is a fair compromise as it is still higher than the 1.3% figure we should use. We look forward to a full debate on Town Meeting Floor.

**FY 2018  
CLASSIFICATION AND COMPENSATION SCHEDULE**

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES											
GRADE	POSITIONS	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions		74,333.35	76,191.68	78,096.47	80,048.88	82,050.11	84,101.36	86,203.89	88,358.99	90,567.96
15	Inspector of Buildings	Exempt	67,579.81	69,269.31	71,001.04	72,776.07	74,595.47	76,460.36	78,371.87	80,331.16	82,339.44
	Information Systems Coordinator	Exempt									
	Police Lieutenant	Exempt									
	Town Accountant	Exempt									
	Town Assessor	Exempt									
	Town Planner	Exempt									
	Town Treasurer/Collector	Exempt									
14	Town Clerk	Elected	58,071.20	59,522.98	61,011.06	62,536.33	64,099.74	65,702.23	67,344.79	69,028.41	70,754.12
13	Community Services Coordinator	Non-exempt	26.75	27.42	28.11	28.81	29.53	30.27	31.03	31.80	32.60
	Council on Aging Coordinator	Non-exempt									
	(DPW) Foreman	Non-exempt									
	(DPW) Business Administrator	Non-exempt									
	Youth Services Librarian	Exempt	55,854.00	57,250.35	58,681.61	60,148.65	61,652.37	63,193.67	64,773.52	66,392.85	68,052.68
12	Conservation Agent	Non-exempt	23.46	24.05	24.65	25.26	25.90	26.54	27.21	27.89	28.58
11	Department Assistant	Non-exempt	20.75	21.27	21.80	22.34	22.90	23.47	24.06	24.66	25.28
	DPW Worker	Non-exempt									
	IT Support Technician	Non-exempt									
	Technical Services Librarian	Non-exempt									
10	Animal Control Officer	Non-exempt	20.08	20.59	21.10	21.63	22.17	22.72	23.29	23.87	24.47
	Bldgs/Gnds Maint Worker	Non-exempt									
	DPW Semi-Skilled	Non-exempt									
	Senior Library Assistant	Non-exempt									
	Transfer Station Operator	Non-exempt									
9	Library Assistant	Non-exempt	18.26	18.71	19.18	19.66	20.15	20.66	21.17	21.70	22.25
8	Van Dispatcher	Non-exempt	16.60	17.01	17.44	17.87	18.32	18.78	19.25	19.73	20.22

**PER DIEM AND INTERMITTENT EMPLOYEES**

<b>Hourly (All Non-exempt)</b>	
CIT	10.00
Intern (Town Hall)	10.00
Junior Library Page	10.00
Library Page	10.25
Counselor	10.50
Election Workers	11.00
Asst. Animal Control Officer - Dogs & Cats	11.31
Laborer - Cemetery	11.66
Clerk of Elections	12.76
Media Production Technician	13.14
Seasonal Conservation Officer	13.26
Lead Counselor	13.47
Van Driver	14.46
Seasonal Maintenance Worker	14.76
Lock Up Attendant	15.91
Part Time Dispatcher	17.94
Fire Department Chaplain	18.26
Firefighter/EMT	18.26
Special Police Officer	18.26
Substitute Librarian	18.26
Gym Director	19.73
Winter Recreation Director	19.73
Fire Lieutenant	20.08
Summer Recreation Director	20.22
Animal Control Officer	20.34
Fire Captain	20.75
Veterans Services Officer	20.75
Snow Plow Operator	23.29
Deputy Fire Chief	23.46
Cemetery Superintendent	23.46
Asst. Building Inspector	27.80
Call Building Inspector	32.36
Call Fire Chief	45.07
<b>Stipends (Annual)</b>	
Fence Viewer	40.00
Field Driver	45.00
Registrar Member	270.12
Registrar Chairperson	900.34
Animal Inspector	987.74
<b>Fees-based</b>	
Wiring Inspector	
Plumbing & Gas Inspector	

***FOR INFORMATIONAL PURPOSES  
PERSONAL CONTRACTS, CBA'S AND ELECTED OFFICIALS***

				FY 2018												
Personal Contracts																
Position	Contract Expiry Date			FY 2017	FY 2018											
DPW Director	Contract expires 6/30/17			\$ 84,055.00	\$ 84,055.00											
Fire Chief	Contract expires 8/31/18			\$ 100,998.00	\$ 105,038.00											
Library Director	Contract expires 6/30/19			\$ 82,476.00	\$ 85,800.00											
Police Chief	Contract expires 6/30/17			\$ 120,499.00	TBD											
Town Administrator	Contract expires 12/31/18			\$ 113,100.00	\$ 117,600.00											
Positions Governed by CBA's (terms end on 6/30/18)																
Position																
Police Sergeant (Steps 1-3)	\$ 32.23	\$ 32.81	\$ 33.39													
Police Officer (Steps A1/A2-F)	\$ 23.61	\$ 24.43	\$ 25.30								\$ 26.17	\$ 27.11	\$ 28.03	\$ 29.03		
hired after 7/1/15	\$ 23.61	\$ 24.23	\$ 24.86								\$ 25.50	\$ 26.16	\$ 26.85	\$ 27.55	\$ 28.26	\$ 29.00
Fire Captain	\$ 32.56															
Fire Lieutenant (Step A)	\$ 31.19															
Firefighter/EMT (Steps A-F)	\$ 23.04	\$ 23.84	\$ 24.67	\$ 25.54	\$ 26.44	\$ 27.36										
hired after 1/1/16	\$ 23.04	\$ 23.62	\$ 24.20	\$ 24.81	\$ 25.43	\$ 26.06					\$ 26.71	\$ 27.39				
Dispatch Supervisor (Steps A-F)	\$ 21.51	\$ 22.26	\$ 23.06	\$ 23.86	\$ 24.69	\$ 25.54										
hired after 7/1/15	\$ 21.51	\$ 22.05	\$ 22.61	\$ 23.17	\$ 23.74	\$ 24.34					\$ 24.95	\$ 25.57				
Dispatcher (Steps A-F)	\$ 19.27	\$ 19.94	\$ 20.64	\$ 21.37	\$ 22.11	\$ 22.88										
hired after 7/1/15	\$ 19.27	\$ 19.74	\$ 20.23	\$ 20.75	\$ 21.27	\$ 21.80	\$ 22.34	\$ 22.89								
Elected Officials																
Position	FY 2017			FY 2018												
Selectman	\$ 400.00	annually		\$ 400.00	annually											
Board of Health Member	\$ 166.67	annually		\$ 166.67	annually											
Planning Board Member	\$ 109.00	annually		\$ 109.00	annually											
Library Trustee	\$ -	annually		\$ -	annually											
Moderator	\$ -	per meeting		\$ -	annually											
Constable	\$ 3.00	/warrant posted/location		\$ 3.00	/warrant posted/location											
Town Clerk	\$ 47,822.58	(Grade 14-9)		\$ 48,759.03	(Grade 14-9)											



## **ARTICLE 5        TOWN OPERATING BUDGET**

(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, and/or borrow for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2017, or take any other action relative thereto.

### **The Finance Committee recommends (5-0).**

The Finance Committee thoroughly reviewed the budget proposal for FY2018 and discussed each of the proposed department budgets. We are proposing \$250,000 in Free Cash to help offset the tax increase. Even after using free cash for warrant articles we are in a good financial position both in Free Cash and in our Stabilization Fund, both of which remain at levels that are above the Finance Committee guidelines. Members of the Town Boards are not in full agreement on the proposed salary increases and will have a frank discussion at ATM.

### **The Board of Selectmen unanimously does not recommend (5-0).**

The Selectmen do not support the Finance Committee's budget which provides only a 1.5% wage adjustment to employees covered by the Town's Personnel Plan. As noted in their recommendation under Article 4, the Selectmen support the Personnel Board's proposed wage adjustment of 2% to ensure that the Town continues to retain and attract highly qualified employees, and will be providing an amendment to the Finance Committee's budget on Town Meeting floor. The Selectmen may also be providing amendments to other line items in support of budgets submitted by town department heads and committees.

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
114 Total Salary	0	0	0	0.0%	0
114 Total Other	50	50	0	0.0%	50
114 Total Moderator	50	50	0	0.0%	50
119 Total Salary	0	0	0	0.0%	0
119 Total Other	150	145	5	3.4%	175
119 Total Town Constable	150	145	5	3.4%	175
122 Total Salary	2,000	2,000	0	0.0%	2,000
122 Total Other	3,265	2,818	447	15.9%	2,119
122 Total Selectmen	5,265	4,818	447	9.3%	4,119
123 Total Salary	117,600	113,100	4,500	4.0%	108,750
123 Total Other	2,700	2,700	0	0.0%	2,875
123 Total Town Administrator	120,300	115,800	4,500	3.9%	111,625
131 Total Salary	0	0	0	0.0%	0
131 Total Other	400	480	(80)	-16.7%	480
131 Total Town Finance Comm	400	480	(80)	-16.7%	480
135 Total Salary	72,420	69,609	2,811	4.0%	66,908
135 Total Other	37,180	36,390	790	2.2%	36,708
135 Total Accountant	109,600	105,999	3,601	3.4%	103,616
141 Total Salary	73,420	70,609	2,811	4.0%	67,908
141 Total Other	13,475	14,990	(1,515)	-10.1%	17,964
141 Total Assessor	86,895	85,599	1,296	1.5%	85,872
145 Total Salary	75,231	72,350	2,881	4.0%	67,908
145 Total Other	18,940	16,745	2,195	13.1%	8,350
145 Total Treasurer/Collector	94,171	89,095	5,076	5.7%	76,258
151 Total Salary	0	0	0	0.0%	0
151 Total Other	67,600	48,500	19,100	39.4%	53,500
151 Total Legal	67,600	48,500	19,100	39.4%	53,500
152 Total Salary	0	0	0	0.0%	0
152 Total Other	320	320	0	0.0%	320
152 Total Personnel Board	320	320	0	0.0%	320

122 Total Other - Additional office and appreciation event supplies

131 Total Other - Lower conference attendance

141 Total Other - Decrease in consulting services

145 Total Other - Payroll Service rates increased due to addtl reporting requirements

151 Total Other - Successor agreements for 3 unions to be negotiated

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
156 Total Salary	0	0	0	0.0%	0
156 Total Other	129,070	123,312	5,758	4.7%	95,319
156 Total Technology	129,070	123,312	5,758	4.7%	95,319
161 Total Salary	48,525	47,823	702	1.5%	46,006
161 Total Other	2,125	2,043	82	4.0%	2,120
161 Total Town Clerk	50,650	49,866	784	1.6%	48,126
162 Total Salary	3,658	6,400	(2,742)	-42.8%	4,028
162 Total Other	6,990	6,312	678	10.7%	5,632
162 Total Elect. & Registr.	10,648	12,712	(2,064)	-16.2%	9,660
171 Total Salary	0	0	0	0.0%	0
171 Total Other	2,150	2,150	0	0.0%	2,150
171 Total Conservation Comm	2,150	2,150	0	0.0%	2,150
175 Total Salary	72,965	70,154	2,811	4.0%	67,453
175 Total Other	3,880	6,445	(2,565)	-39.8%	7,330
175 Total Planning Board	76,845	76,599	246	0.3%	74,783
176 Total Salary	0	0	0	0.0%	0
176 Total Other	210	210	0	0.0%	210
176 Total ZBA	210	210	0	0.0%	210
179 Total Salary	0	0	0	0.0%	0
179 Total Other	200	200	0	0.0%	100
179 Total Ag Comm	200	200	0	0.0%	100
192 Total Salary	179,717	174,444	5,273	3.0%	172,420
192 Total Other	47,910	45,160	2,750	6.1%	43,723
192 Total Town Hall	227,627	219,604	8,023	3.7%	216,143
196 Total Salary	0	0	0	0.0%	0
196 Total Other	0	11,940	(11,940)	-100.0%	11,700
196 Total Facilities Leases	0	11,940	(11,940)	-100.0%	11,700
199 Total Salary	0	0	0	0.0%	0
199 Total Other	500	300	200	66.7%	150
199 Total Energy Comm	500	300	200	66.7%	150
Total Salaries - Town Government	645,536	626,489	19,047	3.0%	671,057
Total Other - Town Government	337,115	321,210	15,905	5.0%	302,356
Total Town Government	982,651	947,699	34,952	3.7%	973,413

162 Total Salary - No federal/state elections; possibly 2 local elections

162 Total Other - Possibly 2 local elections

175 Total Other - Decrease in consulting services

192 Total Other - Increase in bldgs. & grounds maint.; Replenish postage reserves

196 Total Other - New Lease: See Warrant Article

199 Total Other - Outreach for new program

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
210 Total Salary	1,105,715	1,063,333	42,382	4.0%	1,053,802
210 Total Other	151,975	144,740	7,235	5.0%	104,140
210 Total Police	1,257,690	1,208,073	49,617	4.1%	1,157,942
215 Total Salary	295,594	285,936	9,658	3.4%	279,984
215 Total Other	35,405	36,395	(990)	-2.7%	36,420
215 Total Dispatch	330,999	322,331	8,668	2.7%	316,404
220 Total Salary	836,838	819,259	17,579	2.1%	804,221
220 Total Other	109,400	109,480	(80)	-0.1%	107,980
220 Total Fire	946,238	928,739	17,499	1.9%	912,201
241 Total Salary	72,420	72,211	209	0.3%	69,863
241 Total Other	21,585	11,215	10,370	92.5%	9,775
241 Total Building Insp	94,005	83,426	10,579	12.7%	79,638
291 Total Salary	1,627	2,787	(1,160)	-41.6%	2,746
291 Total Other	550	545	5	0.9%	450
291 Total ACO	2,177	3,332	(1,155)	-34.7%	3,196
292 Total Salary	14,921	14,158	763	5.4%	11,507
292 Total Other	3,635	4,850	(1,215)	-25.1%	2,850
292 Total ACO Dog & Cat	18,556	19,008	(452)	-2.4%	14,357
299 Total Salary	45	45	0	0.0%	45
299 Total Other	20	20	0	0.0%	25
299 Total Field Driver	65	65	0	0.0%	70
Total Salaries - Protection	2,327,160	2,257,729	69,431	3.1%	2,222,168
Total Other - Protection	322,570	307,245	15,325	5.0%	261,640
Total Protection	2,649,730	2,564,974	84,756	3.3%	2,483,808

210 Total Other - Vehicles & service increased pricing  
241 Total Other - Increased inspection consulting  
291 Total Salary - Reduced hours per historic average  
292 Total Salary - Placement on Compensation Schedule  
292 Total Other - Reduced vehicle/mileage expenses

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
310 Total Salary	0	0	0	0.0%	0
310 Total Other	165,232	197,492	(32,260)	-16.3%	165,340
310 Total Minuteman	165,232	197,492	(32,260)	-16.3%	165,340
311 Total Salary	0	0	0	0.0%	0
311 Total Other	48,864	0	48,864		0
311 Total Assabet	48,864	0	48,864		0
312 Total Salary	0	0	0	0.0%	0
312 Total Other	0	0	0	0.0%	0
312 Total Nashoba	0	0	0	0.0%	0
320 Total Salary	0	0	0	0.0%	0
320 Total Other	11,593,781	11,503,148	90,633	0.8%	11,120,240
320 Total ABRSD	11,593,781	11,503,148	90,633	0.8%	11,120,240
Total Salaries - Education	0	0	0	0.0%	0
Total Other - Education	11,807,877	11,700,640	107,237	0.9%	11,285,580
Total Education	11,807,877	11,700,640	107,237	0.9%	11,285,580

310 Total Other - Out-of-district tuition & transportation (6 students)

311 Total Other - Out of district tuition & transportation (1 student)

320 Total Other - Includes RJGrey Minuteman program formerly in Minuteman assessment

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
422 Total Salary	546,505	537,008	9,497	1.8%	521,287
422 Total Other	111,070	94,150	16,920	18.0%	89,500
422 Total DPW	657,575	631,158	26,417	4.2%	610,787
423 Total Salary	64,015	62,881	1,134	1.8%	60,739
423 Total Other	128,800	105,875	22,925	21.7%	106,610
423 Total Snow & Ice	192,815	168,756	24,059	14.3%	167,349
424 Total Salary	0	0	0	0.0%	0
424 Total Other	5,000	5,500	(500)	-9.1%	3,000
424 Total Street Lighting	5,000	5,500	(500)	-9.1%	3,000
425 Total Salary	0	0	0	0.0%	0
425 Total Other	23,500	27,800	(4,300)	-15.5%	22,400
425 Total Hager Well	23,500	27,800	(4,300)	-15.5%	22,400
429 Total Salary	0	0	0	0.0%	0
429 Total Other	76,175	75,300	875	1.2%	72,075
429 Total Fuel	76,175	75,300	875	1.2%	72,075
431 Total Salary	0	0	0	0.0%	0
431 Total Other	0	10,000	(10,000)	-100.0%	0
431 Total Hazardous Waste	0	10,000	(10,000)	-100.0%	0
433 Total Salary	0	0	0	0.0%	0
433 Total Other	124,800	133,350	(8,550)	-6.4%	130,100
433 Total Transfer Station	124,800	133,350	(8,550)	-6.4%	130,100
491 Total Salary	5,137	9,085	(3,948)	-43.5%	8,953
491 Total Other	1,000	1,000	0	0.0%	1,000
491 Total Cemetery	6,137	10,085	(3,948)	-39.1%	9,953
Total Salaries - Public Works	615,657	608,974	6,683	1.1%	590,979
Total Other - Public Works	470,345	452,975	17,370	3.8%	424,685
Total Public Works	1,086,002	1,061,949	24,053	2.3%	1,015,664

422 Total Other - Includes playing fields maintenance

423 Total Other - New plow, increased road treatment materials

424 Total Other - Reduced per historic average

425 Total Other - Cyclical cleaning every 5 years (completed FY17)

431 Total Other - Hazardous Waste collection every other year

433 Total Other - Reduced tonnage

491 Total Salary - Reduced hours per historic average

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
505 Total Salary	1,003	1,003	0	0.0%	988
505 Total Other	200	216	(16)	-7.4%	98
505 Total Animal Inspector	1,203	1,219	(16)	-1.3%	1,086
511 Total Salary	501	501	0	0.0%	500
511 Total Other	41,605	40,467	1,138	2.8%	39,290
511 Total BoH	42,106	40,968	1,138	2.8%	39,790
529 Total Salary	26,435	25,302	1,133	4.5%	24,320
529 Total Other	775	545	230	42.2%	680
529 Total Community Services	27,210	25,847	1,363	5.3%	25,000
541 Total Salary	50,802	50,034	768	1.5%	47,908
541 Total Other	5,675	5,675	0	0.0%	5,100
541 Total COA	56,477	55,709	768	1.4%	53,008
543 Total Salary	3,000	4,068	(1,068)	-26.3%	4,008
543 Total Other	990	360	630	175.0%	355
543 Total Veterans	3,990	4,428	(438)	-9.9%	4,363
Total Salaries - Health Services	81,741	80,908	833	1.0%	77,724
Total Other - Health Services	49,245	47,263	1,982	4.2%	45,523
Total Health Services	130,986	128,171	2,815	2.2%	123,247

505 Total Other - Reduced mileage per historic average

529 Total Other - New membership dues

543 Total Salary - Reduced hours per historic average

543 Total Other - Includes Veterans Memorial Committee supplies

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
610 Total Salary	244,876	243,191	1,685	0.7%	234,065
610 Total Other	139,650	134,700	4,950	3.7%	129,329
610 Total Library	384,526	377,891	6,635	1.8%	363,394
630 Total Salary	25,309	25,481	(172)	-0.7%	26,722
630 Total Other	7,900	10,840	(2,940)	-27.1%	9,800
630 Total Rec Comm	33,209	36,321	(3,112)	-8.6%	36,522
670 Total Salary	0	0	0	0.0%	0
670 Total Other	1,800	1,500	300	20.0%	1,500
670 Total Steele Farm	1,800	1,500	300	20.0%	1,500
691 Total Salary	0	0	0	0.0%	0
691 Total Other	3,550	4,045	(495)	-12.2%	4,045
691 Total Hist Comm	3,550	4,045	(495)	-12.2%	4,045
692 Total Salary	0	0	0	0.0%	0
692 Total Other	1,200	965	235	24.4%	965
692 Total Public Celebr	1,200	965	235	24.4%	965
699 Total Salary	0	0	0	0.0%	0
699 Total Other	1,400	1,500	(100)	-6.7%	1,500
699 Total AB Cultural Council	1,400	1,500	(100)	-6.7%	1,500
Total Salaries - Culture & Rec	270,185	268,672	1,513	0.6%	260,787
Total Other - Culture & Rec	155,500	153,550	1,950	1.3%	147,139
Total Culture & Rec	425,685	422,222	3,463	0.8%	407,926

630 Total Other - Decreased due to fields maintenance moved to DPW

670 Total Other - Increased bldg. & grounds routine maintenance

691 Total Other - Reduced heating costs per historic average

692 Total Other - Replacement of non-consumable supplies

699 Total Other - Reduced per historic average



Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
710 Total Salary	0	0	0	0.0%	0
710 Total Other	1,112,000	955,000	157,000	16.4%	985,000
710 Total Retirement of LT Debt	1,112,000	955,000	157,000	16.4%	985,000
751 Total Salary	0	0	0	0.0%	0
751 Total Other	154,415	167,858	(13,443)	-8.0%	188,438
751 Total Debt Interest	154,415	167,858	(13,443)	-8.0%	188,438
830 Total Salary	0	0	0	0.0%	0
830 Total Other	791,841	671,055	120,786	18.0%	629,903
830 Total County Retirement Assmt	791,841	671,055	120,786	18.0%	629,903
912 Total Salary	0	0	0	0.0%	0
912 Total Other	73,285	72,637	648	0.9%	62,600
912 Total Other Insurance	73,285	72,637	648	0.9%	62,600
915 Total Salary	0	0	0	0.0%	0
915 Total Other	834,800	677,800	157,000	23.2%	632,750
915 Total Employee Benefits	834,800	677,800	157,000	23.2%	632,750
945 Total Salary	0	0	0	0.0%	0
945 Total Other	90,320	85,756	4,564	5.3%	81,391
945 Total Liability Insurance	90,320	85,756	4,564	5.3%	81,391
Total Salaries - Administration	0	0	0	0.0%	0
Total Other - Administration	3,056,661	2,630,106	426,555	16.2%	2,580,082
Total Administration	3,056,661	2,630,106	426,555	16.2%	2,580,082
132 Total Salary	0	0	0	0.0%	0
132 Total Other	185,000	185,000	0	0.0%	185,000
132 Total Reserve Fund	185,000	185,000	0	0.0%	185,000

710 Total Other - New bond issue for ATM 15 & ATM 16 authorizations

751 Total Other - Re-funding of previous debt resulted in lower interest rates

830 Total Other - Increased assessment result of recent actuarial study

915 Total Other - Increased health insurance premiums; 5 new enrollees

945 Total Other - Premiums for additional assets

Department Totals	FY18 Budget	FY17 Budget	\$ Change FY17 v 18	% Change FY17 v 18	FY16 Budget
Total Salaries - Town Government	645,536	626,489	19,047	3.0%	671,057
Total Salaries - Protection	2,327,160	2,257,729	69,431	3.1%	2,222,168
Total Salaries - Public Works	615,657	608,974	6,683	1.1%	590,979
Total Salaries - Health Services	81,741	80,908	833	1.0%	77,724
Total Salaries - Culture & Rec	270,185	268,672	1,513	0.6%	260,787
Total Salaries	3,940,279	3,842,772	97,507	2.5%	3,822,715
Total Other - Town Government	337,115	321,210	15,905	5.0%	302,356
Total Other - Protection	322,570	307,245	15,325	5.0%	261,640
Total Other - Public Works	470,345	452,975	17,370	3.8%	424,685
Total Other - Health Services	49,245	47,263	1,982	4.2%	45,523
Total Other - Culture & Rec	155,500	153,550	1,950	1.3%	147,139
Total Town Other	1,334,775	1,282,243	52,532	4.1%	1,181,343
Total Town Government	982,651	947,699	34,952	3.7%	973,413
Total Protection	2,649,730	2,564,974	84,756	3.3%	2,483,808
Total Public Works	1,086,002	1,061,949	24,053	2.3%	1,015,664
Total Health Services	130,986	128,171	2,815	2.2%	123,247
Total Culture & Rec	425,685	422,222	3,463	0.8%	407,926
Total Town Expenses	5,275,054	5,125,015	150,039	2.9%	5,004,058
Total Other - Education	11,807,877	11,700,640	107,237	0.9%	11,285,580
Total Other - Administration	3,056,661	2,630,106	426,555	16.2%	2,580,082
Total Reserve Fund	185,000	185,000	0	0.0%	185,000
Total Other Costs	15,049,538	14,515,746	533,792	3.7%	14,050,662
Total Expenses	20,324,592	19,640,761	683,831	3.5%	19,054,720

## **ARTICLE 6        SENSE OF THE MEETING - TO MOVE THE DATE OF THE ANNUAL TOWN MEETING**

(Majority vote required; non-binding)

To see if it is the sense of this meeting that the first session of the Boxborough Annual Town Meeting be moved from the second Monday in May to the second Monday in April, or take any other action relative thereto.

### **Summary**

*The Town Meeting Study Committee is presenting this article but is taking no position on it.*

*In March of 1974 the Boxborough Town Meeting voted to move the date of the Annual Town Meeting from the second Monday in March to the second Monday in May. The best guess is that there were four main reasons behind this:*

- a) Weather is better in May than March*
- b) Gave more time for Town boards, committees, and staff to prepare for Town Meeting*
- c) Better estimate of state aid available in May rather than March*
- d) More accurate/final Regional School budget in May than March.*

*In the past 40+ years the Regional School budget has become final in March. In addition, state aid has become a smaller percentage of Boxborough revenues and is more predictable. May has become a busier month with college graduations taking place earlier, more youth activities, and more people taking vacation. It has been suggested that moving the start of Town Meeting back a month might make it easier for voters to attend. Such a move would obviously narrow the time to prepare for Town Meeting.*

*If the Town Meeting passes this Sense of the Meeting article, the expectation is that the Board of Selectmen would bring an article to the May 2018 Boxborough Town Meeting to change the date of the Annual Town Meeting and also the Annual Town Election.*

### **The Board of Selectmen does not have a recommendation on this article.**

The Board of Selectmen voted unanimously (5-0) not to provide a recommendation on this article. The Town Meeting Study Committee conducted a survey where a number of respondents indicated that, given the end of the year school activities, college graduations and weddings, May is not an ideal month for ATM. However, that being said, both the BoS and the TMSC would like feedback from a broader group of residents.

### **The Finance Committee recommends (4-2).**

The majority on the Finance Committee recommends this article as a potential way to improve attendance at the Annual Town Meeting. By the April date we would have the ABRSD budget as the Acton Town meeting is in April along with the State budget. The only change from a Finance Committee standpoint is starting the entire budget process a month earlier in September rather than in October.

A minority on the Finance Committee does not recommend as the Town does not have enough data to make this change. The survey conducted by the Town Meeting Study did not provide a statistically significant number of responses to inform such a change. And the statement "May has become a busier month with college graduations taking place earlier, more youth activities, and more people taking vacation" is largely subjective and anecdotal. The decision to change the Annual Meeting of the Town's legislative body is of critical importance to the ideals of democracy and should be made with reliable and valid data.

**ARTICLE 7        SENSE OF THE MEETING - THAT BOXBOROUGH IS “A RURAL ENGAGED COMMUNITY FOR ALL” AND A CONSTITUTIONAL COMMUNITY COMMITTED TO PRESERVING THE PROTECTIONS AFFORDED BY THE BILL OF RIGHTS**

(Majority vote required; non-binding)

To see if it is the sense of this meeting to adopt the following non-binding resolution:

**WHEREAS**, Boxborough's public servants are fully engaged in and entirely committed to discharging their responsibility to protect and serve **ALL MEMBERS** of the Boxborough community; and

**WHEREAS**, Boxborough's public servants already use all of their individual, financial, and material resources in protecting and serving **ALL MEMBERS** of the Boxborough community; and

**WHEREAS**, Boxborough's taxpayers already pay federal taxes to fund those federal government agencies responsible for enforcement of immigration laws; and

**WHEREAS**, in 2016, Massachusetts' taxpayers [ranked 4th in federal taxes paid per capita yet received only 82 cents for every dollar they paid in federal taxes](#), and

**WHEREAS**, Boxborough's taxpayers believe it is sufficient that they pay federal taxes to enforce the immigration laws and should not also be required to burden Boxborough's public servants with enforcing laws that the Supreme Court has ruled are [core responsibilities of the federal government](#), and

**WHEREAS**, Immigration and Customs Enforcement ("ICE") is the federal agency responsible for enforcement of federal immigration law, and

**WHEREAS**, ICE issues [“ICE detainer requests”](#) to local law enforcement agencies (LEAs) to detain individuals without the issuance of a Judicial Warrant, and

**WHEREAS**, an ICE detainer request is a request that the agency hold an inmate, whom ICE suspects of being a removable alien, for up to forty-eight hours [after the inmate otherwise would be released](#), in order to give ICE the opportunity to take the alien into custody, and

**WHEREAS**, in September 2016, the United States District Court for the Northern District of Illinois [struck down](#) ICE's use of detainer requests to have local authorities detain individuals without a Judicial Warrant, and

**WHEREAS**, the Department of Homeland Security has acknowledged and federal courts have held that [ICE's immigration detainers are requests and are not mandatory](#), and that [compliance with them by a local community is voluntary](#), and

**WHEREAS**, [communities that have voluntarily complied with ICE's immigration detainers have paid thousands of dollars in damages to individuals unlawfully detained](#), and

**WHEREAS**, as a result, [many communities across the country have lawfully exercised their discretion to refrain from voluntarily complying with ICE's immigration detainer requests](#); and

**WHEREAS**, the Presidential Executive Order issued on January 27, 2017 (“[First Order](#)”) prohibits many foreign students, workers and other visa holders from seven majority Muslim nations, including many who have already been vetted and documented, from entering the United States and suspends the opportunity of refugees coming from a war-torn nation from seeking refuge in this country; and

**WHEREAS**, [on February 9, 2017, the United States Court of Appeals for the Ninth Circuit unanimously upheld a stay of the Executive Order because it does not comply with the Due Process Clause of the Fifth Amendment of the United States Constitution](#); and

**WHEREAS**, in its ruling, [the Court noted that the Executive Order has been referred to numerous times by the President as a "Muslim ban", and so may also violate the First Amendment's prohibition against any "law respecting establishment of religion"](#); and

**WHEREAS**, the Presidential Executive Order issued on March 6, 2017 ("[Second Order](#)") was described by the President as "[a watered-down version of the first order](#)"; and

**WHEREAS**, on March 15, 2017, federal judges in [Hawaii](#) and [Maryland](#) issued nationwide restraining orders staying the Second Order based on "[significant and un rebutted evidence of religious animus driving the promulgation of the Executive Order and its related predecessor](#)"; and

**WHEREAS**, in responding to the court order, the President said: "[I think we ought to go back to the first one and go all the way, which is what I wanted to do in the first place.](#)"

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. None of Boxborough's public servants should use moneys, equipment, or personnel to assist in or facilitate the creation of a registry the purpose of which is to identify members of a religious group, except as required by federal or state law.
2. None of Boxborough's public servants should voluntarily comply with ICE immigration detainer requests except pursuant to a Judicial Warrant issued by a neutral magistrate on a finding of probable cause and/or an order of a court of competent jurisdiction.
3. None of Boxborough's public servants should use moneys, equipment, or personnel for the purpose of detecting or apprehending persons whose only violation of law is that they are persons of foreign citizenship present in the United States in violation of federal immigration laws, except as required by federal or state law.
4. This resolution is intended to be consistent with Boxborough's obligations under the United States Constitution, federal and state law, including 8 U.S.C. §§ 1373 and 1644; accordingly, this resolution shall be interpreted as to not violate any requirement of federal or state law. Should federal or state law change so as to give rise to a conflict with any provision of this resolution, such provision shall be of no further effect.
5. This resolution is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the town of Boxborough, its officers, employees, or agents, or any other person.
6. Boxborough should continue to be **A RURAL, ENGAGED COMMUNITY FOR ALL**, and an inclusive jurisdiction that embraces, celebrates, and welcomes its immigrant and refugee residents and recognizes their contributions to the collective well-being of Boxborough.

## Summary

*The voluntary detention without Judicial Warrant by the Town of Boxborough of persons targeted by ICE detainer requests violates the rights guaranteed by the Constitution and the Bill of Rights. It could expose Boxborough to liability to persons wrongly detained, and cause some Boxborough residents and visitors to fear that they are no longer safe or welcome here. **It is the current practice of the Boxborough Police Department NOT to voluntarily comply with ICE detainer requests absent a Judicial Warrant.** The purpose of this Resolution is to make people aware of that practice, to show our support for the practice, and to express our intention that the practice should continue.*

## Discussion

In May 2012, the federal government required Massachusetts to participate in a deportation program named “Secure Communities” (referred to as S-Comm), which automatically transfers information gathered by local police at the point of arrest to Immigration and Customs Enforcement (ICE), the federal agency responsible for enforcing immigration laws. This information is used to identify people who may be subject to deportation. As a key part of the program, ICE then asks local police to detain certain individuals who would otherwise have been discharged. In many cases these “ICE detainer requests” are issued without a Judicial Warrant, and without affording the targeted person the opportunity to challenge their issuance. This gives ICE more time to investigate whether the person is, in fact, deportable, and to take them into federal custody. ICE sometimes also employs other methods of using local resources, utilizing local facilities and databases, or directly soliciting information from local police to ensure the transfer of people from local custody to ICE for deportation.

S-Comm has been largely responsible for the record-breaking numbers of deportations under the Obama administration. Despite S-Comm’s stated goals of targeting individuals who have committed serious offenses, ICE’s own statistics show that most of the people deported under S-Comm had no prior criminal convictions.

Nevertheless, S-Comm had an adverse side effect: it drove a wedge between communities and their local police, by making immigrants fear that any contact with police could bring unwanted attention to their immigration status and lead to deportation. This made it less likely that immigrants would tip off police to terrorist activity they learned of, and it helped create a vulnerable target for criminals whose victims were reluctant to report crimes against them. This is why police departments around the country just want to be allowed to ["Do Their Job"](#), and not that of federal immigration authorities.

In November 2014, after years of public criticism, the Obama administration announced “the end” of S-Comm. In February 2017, the Trump administration [revived S-Comm](#) and [threatened to strip federal funds](#) from communities that do not comply with ICE detainer requests without Judicial Warrants. Boxborough should act now to defend the freedoms guaranteed by the Bill of Rights and assert its rights under the Tenth Amendment:

- The [Fourth Amendment requires the issuance of a Judicial Warrant](#) by a neutral magistrate on a finding of probable cause or, in the case of a warrantless arrest, review by a neutral magistrate within 48 hours of arrest.
- The due process clauses of the [Fifth and Fourteenth Amendments](#) apply to all persons under American jurisdiction and require that any deprivation of liberty be accompanied by notice and an opportunity to contest the validity of the detention.
- The [Tenth Amendment](#), as Justice Scalia wrote in a Supreme Court decision, provides that: “*The Federal Government may neither issue directives requiring the States to address particular problems, nor command the States' officers, or those of their political subdivisions, to administer or enforce a federal regulatory program.*”

[Around the country, courts are finding that detainers are unconstitutional when they are not supported by what is called “probable cause,”](#) which is the standard of proof that the government must show in order to deprive a person of his or her liberty under the Fourth Amendment. Recently, the federal court of appeals for the area that covers [Massachusetts](#) ruled that the Fourth Amendment requires that detainers be supported by probable cause.

ICE regularly issues detainers without the legally-necessary probable cause, sometimes even for U.S. citizens and people who are not deportable at all. The Department of Homeland Security has acknowledged and federal courts have held that [ICE's immigration detainers are requests and are not mandatory](#), and that [compliance with them by a local community is voluntary](#). Because local communities can choose whether to comply, communities that have voluntarily complied with ICE's immigration detainer requests [have been held liable for damages to individuals unlawfully detained](#).

In order to address these issues, our State Senator, James B. Eldridge, has filed [The Massachusetts Safe Communities Act](#), which has been cosponsored by our State Representative, Jennifer E. Benson, and forty-eight other members of the legislature. It does this by limiting voluntary local cooperation with ICE's deportation dragnet, and drawing a clear line between the roles of federal immigration enforcement and local public safety officials.

*(The foregoing is adapted from [The Massachusetts Trust Movement](#))*

[Hundreds of localities](#)—including some in Massachusetts—and several states have already taken similar steps, ending voluntary cooperation with ICE detainers absent a Judicial Warrant, and reaffirming our commitment to the Constitution and the Bill of Rights.

This resolution is Boxborough's opportunity to stand with them.

Massachusetts has been a home for immigrants escaping religious persecution since the Pilgrims landed at Plymouth Rock. Throughout its history, Boxborough has striven to be a place where immigrants, refugees and people visiting our community are made to feel welcome, and are encouraged to use their talents to help make Boxborough **"A Rural, Engaged Community for All"**, and help make Massachusetts a better Commonwealth.

Massachusetts and Boxborough have welcomed successive generations of immigrants and refugees from England, Scotland, Ireland, Germany, France, Italy, Poland, Portugal, Canada, China, Vietnam, Cambodia, India, and all parts of the world, who have contributed to making our quality of life among the best in the United States.

Today, Massachusetts and Boxborough understand that immigrants and people visiting our Commonwealth on temporary visas play an important role in enriching the lives of the residents of the Commonwealth, and in [contributing to our economy](#). Massachusetts' schools and universities, the best in the nation, benefit from the contributions of immigrants and people visiting on temporary visas.

At an earlier time of great national debate, Henry David Thoreau said: ["On any moral question, I would rather have the opinion of Boxboro' than of Boston and New York put together.](#) When the former speaks, I feel as if somebody had spoken, as if humanity was yet, and a reasonable being had asserted its rights- as if some unprejudiced men among the country's hills had at length turned their attention to the subject, and by a few sensible words redeemed the reputation of the race".

Turning our attention to this subject at Town Meeting will show that Boxborough, in Thoreau's words, is still "reasonable", "unprejudiced", and "sensible". Passing the resolution will help Boxborough "assert its rights", and remain **"A Rural, Engaged Community for All"**.

**The Board of Selectmen makes no recommendation on this article.**

The Board of Selectmen voted unanimously (5-0) not to provide a recommendation on this article. A Town resident petitioned the Board to put this article on the Town Meeting Warrant. That request was posted in advance and resulted in the most well attended meeting we have had in years. Many Town residents expressed great interest in this matter at the meeting and in subsequent correspondence to the Board. As a result, the Board determined that it would be appropriate to place the Article on the Warrant in order to allow voters to fully discuss the matter at Town Meeting. In addition, the Board concluded that it could best foster open and honest discussion, and result in the most accurate sense of the meeting, if the Board refrained from making a recommendation.

**The Finance Committee abstains (5-0).**

The Finance Committee abstains from taking a position on this article. The Board of Selectmen have chosen not to take a position and to permit Town Meeting to decide this issue, while the Finance Committee similarly believes it best to remain neutral, especially as there would likely be little or no financial impact to the Town.



**ARTICLE 8            COMMUNITY PRESERVATION FUND - CPC REPORT AND ESTABLISH  
FY 2018 RESERVES**

(Majority vote required)

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY 2018 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2018 estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2018; and further, to reserve for appropriation from said estimated annual revenue a sum of money for open space, including land for recreational use, community housing, and historic resources purposes, and for a FY 2018 Budgeted Reserve;

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

**Summary**

*Each fiscal year, the legislative body, i.e. Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administrative expenses.*

*This year, the Community Preservation Committee is recommending that the following estimated amounts be set aside from estimated annual revenue:*

\$21,000	<i>open space, including land for recreation use</i>
\$21,000	<i>community housing purposes</i>
\$21,000	<i>historic resources</i>
\$112,000	<i>FY 2018 budgeted reserve</i>

*Additionally, the CPC is recommending that an amount of \$5,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, and membership in the Community Preservation Coalition.*

*“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2018, under the local surcharge and the November state matching funds for the prior fiscal year.*

**The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectmen support the establishment of the reserves and the funds set aside for administrative expenses as proposed by the Community Preservation Committee.

**The Finance Committee recommends (5-0).**

This is a housekeeping article to establish the required reserves and the set aside for administrative purposes.

## **ARTICLE 9        COMMUNITY PRESERVATION FUND - OPEN SPACE (INCLUDING RECREATION)**

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Five Thousand Dollars (\$5,000), more or less, for Community Preservation purposes, projects, or acquisitions as follows:

<b>Amount</b>	<b>Purpose</b>	<b>Applicant</b>
\$5,000	Transfer to the Conservation Trust Fund	Conservation Commission

as recommended by the Community Preservation Committee,

or take any other action relative thereto.

### **Summary and Recommendations**

#### **Summary**

*The Conservation Trust Fund (CTF) is used to fund the acquisition, capital improvement, preservation, and management of the Town's Conservation Land. For the past 6 years, the CTF has been funded by an approval of an annual warrant article at Town Meeting with the money transferred from available free cash. This request for CPA funds is intended to continue the annual funding of the CTF with CPA funds instead of the previously requested non-CPA funds.*

#### **The Community Preservation Committee recommends.**

#### **The Conservation Commission recommends unanimously.**

Assigning CPA Funds to the Conservation Trust Fund (CTF) provides an immediate and dedicated source of money to pay for important Land Conservation activities when the need arises. Funding of the CTF is included in Boxborough2030 under Goal 1.3: Protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors with Action Item 1.3.1.5. calling for "a line item in the Town Meeting Warrant each year for the Town's Conservation Trust Fund, to provide funding for land acquisition".

A review of CTF expenditures over the past 5 years finds that all of the previous CTF expenditures would qualify as CPA-eligible. The transfer of CPA funds to Town Conservation Trust Funds is a common practice for towns with CPA. Examples of CPA towns making similar trust fund transfers include Acton, Ashland, Norwell, Harvard, Groton, Lincoln, Maynard, Stow, Hingham, and Northampton.

#### **The Board of Selectmen recommends unanimously (5-0).**

The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity. The Town has approved this \$5,000 request each of the last six years, including Article 23 in the 2016 Warrant. At last year's Town Meeting, the Finance

Committee recommended that future funding of these requests come from the Community Preservation Act monies. This year the Conservation Commission and the Community Preservation Committee have followed the recommendation of the Finance Committee. The Board of Selectmen supports the Commission in its request. It is consistent with the intent behind acceptance of the Community Preservation Act and will save the Town money by taking advantage of additional state monies that we receive each year in the Community Preservation Act fund.

**The Finance Committee recommends (5-0).**

This article provides funds for the Conservation Commission to pursue a number of activities and follows a recommendation by the Finance Committee last year that these should be funded by CPA monies.

## ARTICLE 10 COMMUNITY PRESERVATION FUND - COMMUNITY HOUSING

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Forty Thousand Six Hundred Seventy-Five Dollars (\$40,675), more or less, for Community Preservation purposes, projects or acquisitions as follows:

Article	Amount	Purpose	Applicant
10A	\$3,025	Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018)	Boxborough Housing Board
10B	\$37,650	Boxborough Rental Assistance Program (BRAP)	Well-Being Committee and Boxborough Housing Board
<b>TOTAL:</b>	<b>\$40,675</b>		

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

### Summaries and Recommendations

#### **10A - Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018)**

##### **Summary**

*Boxborough is part of a Regional Housing Services (RHS) collaboration that provides services related to the monitoring and maintenance of affordable housing. The Town of Hudson serves as the lead entity in this collaboration, which is defined by an Intermunicipal Agreement among Boxborough, Bolton, Littleton, Stow, and Hudson. During calendar years 2014, 2015, and 2016, the services were provided by Metro West Collaborative Development, Inc. of Watertown, MA. Calendar year 2016 was the final year of a three-year Intermunicipal Agreement and RHS contract. All towns involved in the Intermunicipal Agreement are now temporarily operating under six-month independent contracts with Metro West Collaborative Development, Inc. until a new Intermunicipal Agreement and contract can be developed which aligns the contract years with future fiscal years.*

*The RHS collaboration helps Boxborough monitor affordable units, assess affordable ownership units, and resolve compliance violations. The services provided by the collaboration reduce the time that Town staff spends on routine matters. Also, a repository of project legal documents, which helps maintain proper procedures, was created, and assistance with refinancing, resales, and assessments is provided.*

*At the 2016 Annual Town Meeting, funding was appropriated for calendar year 2017 of the RHS collaboration. However, the new Intermunicipal Agreement and contract being compiled will align the consulting services for this program with the fiscal year cycle. A Request for Proposals (RFP) for the consulting agency that will provide these services beginning July 1, 2017 is being prepared. To reduce confusion, the new RHS contract and Intermunicipal Agreement will be aligned with the fiscal year cycle. In order to also align Boxborough's funding of the RHS with the fiscal year cycle, Community Preservation Act funding in the amount of \$3,025 is requested in this 2017 Town Meeting for the continuation of this collaboration in a new contract, more specifically for the second half of Year 4 (fiscal year 2018). Funding for the period July 1, 2017 through December 31, 2017 was provided via Article 8B approved at the 2016 ATM.*

**The Community Preservation Committee recommends.**

**The Housing Board recommends.**

**The Board of Selectmen recommends unanimously (5-0).**

The Housing Board is responsible for monitoring and managing the town's affordable housing stock, whether ownership or rental. For the past three years, the Housing Board has used MetroWest Collaborative Development to do this work under a multi-town agreement, lowering our costs. This article will provide the balance of funds needed for a fourth year of contracted housing services. The remainder of funds will be provided from Article 8B approved at 2016 ATM. Due to differences in fiscal year timing between Boxborough and the regional provider, the Housing Board has used the Housing Trust as a pass-through for the mechanics of payment. This is complication we would like to eliminate by aligning the contract cycle with Boxborough's fiscal calendar. Approval of this article will provide the balance of funds needed for a full fourth year of services, and align the fiscal calendars for payment. Approval of this article will support the Housing Board's services needs for a fourth year and eliminate the need in future to use the Affordable Housing Trust pass-through mechanism.

**The Finance Committee recommends (5-0).**

This article provides continuing funds for the administration of the town's affordable housing, which is managed as part of a multi-town agreement.

## **10B - Boxborough Rental Assistance Program (BRAP)**

### **Summary**

*The Boxborough Rental Assistance Program (BRAP) was approved by the 2016 Town Meeting. It uses CPA funds to help seniors, disabled adults, and families with minor children reduce their rental burden. It targets households that have low incomes and helps households attain self-sufficiency. Although state and federal programs exist with much the same goals, such as the federal Section-8 Program or the Massachusetts Rental Voucher Programs, they are oversubscribed and have long waiting lists.*

*In the past year, representatives from the Housing Board and Well-Being Committee developed eligibility requirements and ranking methods, established procedures to distribute assistance funds to landlords each month, and created an application review process that is objective and maintains applicant confidentiality. A preference-point ranking system was also developed that is designed to help the neediest Boxborough households with their housing expenses.*

*In all, 22 applications were received. Eligible applicants were ranked and the six households with the highest ranking were assisted. The first checks were distributed to landlords on October 1, 2016 and credited toward October 2016 rent. The assistance will continue for a year and may be renewed, if CPA funding is renewed and the household remains eligible for assistance.*

*All the eligible application households are current Boxborough residents. About half of the households are single-parent families with children in the Acton-Boxborough Regional School System. Most are attempting to re-establish stability following a divorce or a job layoff. Several households include a disabled person or senior*

*citizen (age 60+) with limited income who will now be able to remain in their current homes. The Boxborough Community Services Coordinator remains in contact with the households that are being assisted.*

*We are pleased with the response to this program and are proposing an expansion of the program to funding levels that will enable us to assist 12 households with assistance of \$250 per month. The proposed budget is shown below:*

**FY 2018 BRAP BUDGET**

<b>Cost Category</b>	<b>FY 2018</b>
Direct Program Cost	\$36,000
Administrative Costs	\$1,650
Total	\$37,650

*The administrative costs represent only 4.4% of the total cost of the program, i.e., 95.6% of the program budget will be spent on actual rental assistance. The funding requested for FY 2018 administrative expenses is considerably less than that requested for FY 2017 (\$8,280). Thus far, the BRAP has spent only \$2,256 on non-rent expenses; the unspent administrative funds will be returned to the CPA. We anticipate expending the full \$18,000 of direct rental assistance by September 2017. The reduction of administrative costs is primarily because much program development and all assistance-payment disbursement were done in-house. The reduced FY 2018 administrative costs are a result of the absence of program-development costs and a reassessment of the consultant's role.*

**The Community Preservation Committee recommends.**

**The Well-Being Committee recommends unanimously.**

The Well-Being Committee unanimously supports expansion of the Boxborough Rental Assistance Program. Based on the number of applicants in the first year of the program, the committee is convinced that there is significant need for this type of transitional rental assistance in the community.

**The Housing Board recommends.**

The modest assistance that has been provided to BRAP recipients has enabled unsafe automobiles to be repaired, courses to be taken, and healthcare to be afforded. The Housing Board believes that the BRAP is giving a helping hand to Boxborough residents who otherwise would not have been helped. The BRAP is entirely consistent with Boxborough2030, our new Master Plan.

**The Board of Selectmen recommends unanimously (5-0).**

The Housing Board's Rental Assistance Program serves a segment of the community that cannot afford to purchase housing. This program, initiated last year, has been an outstanding success. The Selectmen applaud the

Housing Board's creativity and initiative to increase access to affordable housing through use of Community Preservation funds to support their rental assistance program.

**The Finance Committee recommends (5-0).**

The Boxborough Rental Assistance Program was established with CPA monies last year, to provide temporary assistance to needy individuals and families in Boxborough. Given the impact of this program, the Finance Committee fully supports expanding the program this year, and is pleased to note the efforts in reducing the administrative overhead of the program.

## **ARTICLE 11      COMMUNITY PRESERVATION FUND - HISTORIC RESOURCES**

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Nineteen Thousand Twenty-Five Dollars (\$19,025), more or less, for Community Preservation purposes, projects or acquisitions as follows:

<b>Article</b>	<b>Amount</b>	<b>Purpose</b>	<b>Applicant</b>
<b>11A</b>	\$10,000	Conservation of Historic Town Records	Town Clerk
<b>11B</b>	\$9,025	North Cemetery Restoration	Cemetery Commission
<b>TOTAL:</b>	<b>\$19,025</b>		

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

### **Summaries and Recommendations**

#### **11A - Conservation of Historic Town Records**

##### **Summary**

*Preserving historic records is an obligation of all towns and cities in the Commonwealth. This request funds the third phase of a three-year project to preserve historic records of the Town. The first phase was completed in October of 2015 and the second phase is in process. The third phase includes deacidification, mending and reinforcement of paper as necessary, resewing, and rebinding. Additionally, each page will be photographed before rebinding and made into a CD for web access.*

**The Community Preservation Committee recommends.**

**The Board of Selectmen recommends unanimously (5-0).**

This article represents year three of a three-year project to repair, rebound and renovate to ensure the preservation of public records as required under MGL Chapter 66, section 9. As explained in prior years, many of the Town's historic records are in very poor condition. Bindings, covers and individual pages of documents have deteriorated. In some cases, the writing has become illegible. This initiative continues to ensure that vital information is preserved for future generations.

**The Finance Committee recommends (5-0).**

This is the third year of the project to preserve Town records as required by state law.



**The Historical Commission recommends.**

This is the concluding part of a multi-year project that has been very expertly and efficiently executed. It is a fine example of how historic preservation work should be done and we fully endorse its conclusion here.

**11B - North Cemetery Restoration**

**Summary**

*The North Cemetery Restoration proposal is part of a multi-year plan to repair, reset, and restore the North Cemetery. The Cemetery Commission would like to divide the cemetery into sections and focus on one section per year. This first year the Cemetery Commission is looking to restore the northeast quadrant of the cemetery. The funds will be used to repair, reset, and clean headstones.*

**The Community Preservation Committee recommends.**

**The Cemetery Commission recommends (3-0).**

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (5-0).**

This is the first part of a multi-year project to restore the North Cemetery. The project is well-planned and will preserve and restore a significant historical feature of the town.

**The Historical Commission recommends.**

This is a worthy multi-stage project and in the best spirit of historical preservation. The project, as presented, appears to be well-defined and scoped. We hope this project is funded, along with future work to restore North Cemetery to the condition it deserves.

## ARTICLE 12      COMMUNITY PRESERVATION FUND - HISTORIC RESOURCES

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Undesignated Fund Balance the sum of Thirty Thousand Dollars (\$30,000), more or less, for Community Preservation purposes, projects or acquisitions as follows:

Amount	Purpose	Applicant
\$30,000	Preservation of Steele Farm House	Steele Farm Advisory Committee

as recommended by the Community Preservation Committee,

or take any other action relative thereto.

### Summary

*The Steele Farm Advisory Committee (SFAC) is seeking the sum of \$30,000 to contract the design and specifications for stabilizing the Steele Farm house and chimney foundations with fill in the basement, repair of the first-floor framing and sills, and preservation of the exterior of the farmhouse.*

*Last year an assessment of the house was conducted by Red Hawk Studio Architects. This study provided the SFAC with recommendations and estimates of what work is necessary, and the costs of that work to preserve the farmhouse. The largest cost identified was the work required to jack up the house and install a new concrete foundation under the building and chimney. The SFAC believes filling the basement with a suitable material and leaving a crawl space under the first floor is the lowest cost, least disturbing solution. Reinforcing what is there and preserving the history of the house at a lower cost is a win-win situation.*

*The design work will provide the SFAC with the necessary drawings and specifications to obtain bids to complete this long overdue work to maintain and preserve the farmhouse.*

**The Community Preservation Committee recommends.**

**The Steele Farm Advisory Committee recommends.**

This appropriation will begin the process of preserving one of Boxborough's historical treasures, a living legacy of the Town's early days. Only a few buildings from this era remain standing, and this is the only one owned by the Town. Action is needed before the farmhouse suffers irreparable deterioration.

**The Board of Selectmen recommends unanimously (5-0).**

The Selectmen recommend that the sum of \$30,000 be used from CPA funds for the design work associated with stabilizing the Steele Farm house and chimney foundations.

**The Finance Committee recommends (5-0).**

These funds will allow the Steele Farm Advisory Committee to plan the first stages for the preservation of the Steele Farmhouse. The plan to fill-in the basement will provide a significantly cheaper alternative to the previous study and assessment as a first step in this process.

**The Historical Commission recommends.**

The Commission supports the initial phase of plans for preservation of the farmhouse.

**ARTICLE 13      TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST  
FUND\*\***

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Sixty-Two Thousand Five Hundred Dollars (\$62,500), more or less, for the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or take any other action relative thereto.

**Summary**

*On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. A transfer of seventy-five thousand dollars was initially authorized by Town Meeting in 2012 to begin funding that liability. For each of the past three years, we have continued that funding by transferring one hundred thousand dollars to the OPEB Trust Fund and last year we transferred \$62,500. We reduced the contribution rate to reflect the decreased direct liability that occurred due to the transfer of school employees to the AB Regional School District. (The OPEB liability attributable to staff at the Region is included in the Town's education budget, as part of the Town's assessment).*

**The Board of Selectmen recommends unanimously (5-0).**

As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small but actuarially significant contribution to fund the Town's liability for retiree's healthcare benefits. The Town's FY 2018 unfunded liability, as reported in the June 30, 2014 actuarial study, amounts to \$ 2,651,844. This estimated unfunded liability results from an actuarial calculation combining somewhat speculative rates of future retiree healthcare outlays, mortality rates and future fund earnings. The proposed amount of our FY 2018 contribution represents a reasonable balance between actuarial estimates of future liabilities and the estimated future value of the accumulating and compounding trust fund contributions. Failure to fund this OPEB obligation through regular and actuarially significant contributions may, in the future, affect the Town's Standard and Poor's AAA credit rating.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article to improve our position in the OPEB (Other Post-Employment Benefits) Trust fund. We are currently funding employee retirement through the operating budget, but over time this trust fund will help to cover the costs of these retirement packages for Town employees. There is a separate OPEB trust fund for ABRSD employees.

## **ARTICLE 14      CLOSE COMPLETED ARTICLES TO GENERAL FUND\*\***

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Fifteen Thousand Five Hundred Sixty-Nine Dollars and Twenty-Five Cents (\$15,569.25), more or less, as voted by past Town Meetings, and indicated in the table below:

<b>Town Meeting/ Article #</b>	<b>Description</b>	<b>Amount</b>
ATM 2014, Article 21	Expanded Veterans Services	\$2,026.48
ATM 2014, Article 32	Community Services Coordinator	11,344.68
ATM 2016, Article 12	Soil Testing, 405 Middle Road	1,899.95
ATM 2016, Article 13	Borrowing Funds	298.14
<b>TOTAL:</b>		<b><u>\$15,569.25</u></b>

Or take any other action relative thereto.

### **The Board of Selectmen recommends unanimously (5-0).**

This is a regular practice, used to release unexpended prior years' appropriations to the General Fund so they are available for future appropriations by vote of town meeting.

### **The Finance Committee recommends (5-0).**

The Finance Committee recommends as this returns unexpended funds to the general fund for subsequent re-appropriation.

## **ARTICLE 15      LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER\*\***

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to enter into a successor agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of three years, commencing July 1, 2017, for the lease of the Fellowship Hall, to be used as a community center, and further to see if the Town will vote to transfer from available funds or otherwise provide the sum of Twelve Thousand Two Hundred Forty Dollars (\$12,240), more or less, for the purpose of funding the first year of the renewed lease for the period July 1, 2017 through June 30, 2020; and further that the FY 2018 budget for Department 196, Total Other – Facilities/Leases be increased by the sum of Twelve Thousand Two Hundred Forty Dollars (\$12,240), more or less, or take any other action relative thereto.

### **Summary**

*This article will provide funding for a successor lease for the use of the UCC's Fellowship Hall to serve as a community center for the town. The Boxborough Community Center is centrally located across from the Town Hall. The town has been very fortunate to have this space available to use for a number of senior activities since 2012 including senior luncheons, Mahjong, painting, fitness classes and line dancing. Additionally, the space has well-served the town as overflow meeting space when Morse/Hilberg and the Grange meeting rooms are occupied.*

**The Council on Aging recommends.**

### **The Board of Selectmen recommends (4-0-1).**

The town has been leasing space in the UCC Community Center since 2012. This has proven to be a very beneficial arrangement that should be continued with a renewal of the lease. The Community Center has provided much needed space primarily to support Council on Aging activities. It has also been used for meetings of boards and committees, the Agricultural Fair and the Employee Appreciation event.

### **The Finance Committee recommends (6-0).**

The Finance Committee recommends this article for the reasons stated by the Board of Selectmen.

## ARTICLE 16 CABLE INFRASTRUCTURE\*\*

(Majority vote required)

To see if the Town will vote to appropriate the sum of Ninety-Six Thousand Dollars (\$96,000), more or less, said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of providing for FY 2018 cable TV operations and for the acquisition of new equipment to improve the quality of the Town's cable television broadcast quality and expand meeting coverage, or take any other action relative thereto.

### Summary

*Last year, Town Meeting authorized the establishment of a new Special Revenue Account for Appropriation for cable-related purposes. Appropriations from this account must be for the benefit of residents related to Public, Education and Government channel access and related activities. Annual licensing fees and capital equipment grants from Verizon and Comcast fund the special revenue account. No tax revenues are involved. Although Town Meeting must approve these appropriations, they do not affect anyone's tax bill.*

*This article will be used to upgrade our cable infrastructure for televised and recorded meetings in the Grange Room together with related networking upgrades. These upgrades will continue a planned series of improvements to provide higher quality access to public meetings through televised and recorded proceedings.*

*The appropriations requested for operations and purchase of new equipment are summarized below.*

<i>LCTV Services</i>	<i>63,250</i>
<i>Contract Videographers</i>	<i>1,600</i>
<i>On-demand service</i>	<i>3,000</i>
<i>One UPS</i>	<i>4,850</i>
<i>One switch</i>	<i>1,300</i>
<i>Electrical infrastructure for Grange meeting room related to the cable improvements</i>	<i>\$22,000</i>

***TOTAL: \$96,000***

### The Board of Selectmen recommends unanimously (5-0).

This appropriation from the Cable Special Revenue Account will provide for ongoing video services contracted through Littleton Community Television for BXB-TV. These services support broadcasts and recordings of Selectmen's meetings, Town Meetings and selected special events. A portion of the funds will be used to upgrade the infrastructure. Because the funds come from the Cable Special Revenue Account, which must be used only for cable-related purposes, there will be no impact on tax bills.

### The Finance Committee recommends (5-0).

Revenue from PEG Access and Cable Related Fund receipts help support the operations, recording and broadcasting of Selectmen meetings, selected special community events, and Town Meetings. To ensure continued coverage of these events, it is imperative to continue the funding of this operation. In addition, it is a great way to offer the Town these services while not tapping into tax funds, further alleviating the financial burden to tax payers.

## **ARTICLE 17      PAYMENT OF A PRIOR FISCAL YEAR BILL\*\***

(Four-fifths vote required)

To see if the Town will vote to transfer from Free Cash the sum of Thirty-Nine Dollars and Seventy-Eight Cents (\$39.78), more or less, for the purpose of a paying an invoice from Quill and Press for a prior fiscal year, or take any other action relative thereto.

### **Summary**

*This is a housekeeping article. Funding of a prior year's bill must be approved by Town Meeting.*

*Stationery had been purchased from Quill and Press in 2015. There were sufficient funds available to cover the invoice when the expenses were incurred, and the invoice could have been timely paid had it been submitted promptly. A statement of account had mistakenly been sent to the Blanchard School administration office and the matter was only uncovered this past December.*

### **The Board of Selectmen recommends unanimously (5-0).**

The vendor in question failed to provide a timely invoice for an expense incurred in FY 2016. This article will allow for the payment of that invoice.

### **The Finance Committee recommends (6-0).**

The above-mentioned vendor failed to submit an invoice prior to the conclusion of FY 2016 for services rendered during that fiscal year. As a result, payment of the \$39.78 invoice must be approved by Town Meeting. Approval of this article will allow for that payment.



## **ARTICLE 18      VETERANS MEMORIAL DESIGN STUDY\*\***

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Ten Thousand Dollars (\$10,000), more or less, for the purpose of procuring engineering/design services for a Veteran's Memorial, or take any other action relative thereto.

### **Summary**

*The Selectmen charged the Veterans Memorial Committee to provide them with a recommendation for the creation of appropriate memorials in town, which would foster a common understanding of the sacrifices and uncommon dedication given by veterans and their families; convey to every individual that enters the memorial grounds, a sense of the total dedication to the United States of America and its citizens by the men and women who served during war-time and in peace; honor selfless service; and provide the opportunity for the public to reflect on their rights and freedoms that they enjoy as citizens of the United States of America.*

*In the fall of 2016 the Committee began these efforts to develop recommendations that will determine whether multiple locations or one locale will be appropriate; identify town-owned property or properties suitable to site said memorial(s), and the criteria under which service members will be identified as eligible for placement on the memorial(s).*

*This article would provide initial funding for engineering/design services to provide for construction plans for a veterans memorial park area(s). The amount sought is based on input provided by several Boxborough residents who are landscape design professionals and a consultant who specializes in engineering/design services for Veterans Memorials.*

### **The Veterans Memorial Committee recommends.**

The Veterans Memorial Committee (VMC) strongly recommends this article. As stated in the summary, this fall the Board of Selectmen recognized the need to re-commit to honoring the sacrifices made by those who served in the defense of our freedoms and their families. Through the Veterans Memorial Committee's diligent efforts and with Town Meeting's support, we will be able to take this first step to move forward with the charge given to the VMC by the Town.

### **The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectmen recommends based on due diligence the Committee has undertaken as reflected in the summary above.

### **The Finance Committee recommends (5-0).**

The Veterans Memorial Committee has gathered information and advice from local design professionals and has narrowed its focus to a handful of possible sites where a memorial or memorials might be constructed. The initial engineering and design services provided for by this article's funding should give the Town the best information about its options for both design and placement.

**The Historical Commission will defer its recommendation until Town Meeting.**

**The Cemetery Commission recommends (3-0).**

## **ARTICLE 19      SNOW AND ICE DEFICIT\*\***

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Fifty-Five Thousand Dollars (\$55,000), more or less, for the purpose of funding the Snow and Ice Deficit for the year ending June 30, 2017, and further that the FY 2017 budget for Department 423, Total Other, Snow & Ice be increased by the sum of Fifty-Five Thousand Dollars (\$55,000), more or less, or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (5-0).**

This article will provide the necessary funds to cover the deficit in the Snow & Ice account for the winter of 2016-17.

## ARTICLE 20 CAPITAL EQUIPMENT & INFRASTRUCTURE - TOWN HALL\*\*

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Fifteen Thousand Dollars (\$15,000), more or less, to provide for the following capital equipment at the Town Hall:

	Purpose	Amount
<b>20A</b>	Replacement of Voting Booths	\$8,000
<b>20B</b>	Replace Hot Water Heater	\$7,000
<b>TOTAL:</b>		<b>\$15,000</b>

Or take any other action relative thereto.

### Summaries and Recommendations

#### **20A – Voting Booths**

##### **Summary**

*We currently have 32 voting booths that are mounted on 8-foot long plywood. Our voting booths were donated to the Town by the Boxborough Minutemen decades ago and are bulky and extremely heavy. The DPW Director has expressed his concerns about injury to the DPW workers setting up for elections due to the booths' unwieldy construction and weight. During the setup for the September state primary, the hinges of one of the partitions let go. A large piece of plywood fell to the ground, narrowly missing one of the worker's hands. In addition, the booths are not stand-alone. They must sit on top of 6-8' tables, which are dragged into place for every election. With the planned renovation of the Grange Hall and the refinishing/replacement of the hardwood floor, continuing to use these booths for voting would cause major wear-and-tear on the new floor. The new booths would be lighter, free-standing, accessible, easier to set up, and easier to store.*

##### **The Board of Selectmen recommends unanimously (5-0).**

This is an effort to modernize the current voting booths built and donated by the Boxborough Minutemen decades ago. The booths are difficult to handle due to size and weight and have served their useful life.

##### **The Finance Committee recommends (5-0).**

The current voting booths were originally donated to the Town by Boxborough Minutemen a few decades ago and have since outlasted their functionality and usefulness. Due to the size, weight, and deteriorating structures, it has come time to fully replace the 32 voting booths currently in Town inventory. As such, we support the proposed replacement of these voting booths.

## **20B - Replace Water Heater**

### **Summary**

*The Town Hall water heater was installed in 1990, and is well beyond its estimated twenty-year useful life. The Inspector of Buildings is recommending replacement of the water heater with four on-demand “tankless” energy efficient units to be placed in each of the three Town Hall washrooms and the “kitchen.”*

**The Board of Selectmen recommends unanimously (5-0).**

### **The Finance Committee recommends (5-0).**

The current water heater at Town Hall was installed in 1990 and has a life expectancy of roughly 20 years. Due to the age of this water heater and changes in the industry, the Town has identified a cost-efficient and energy efficient replacement that will be a great replacement for the current water heater. As such, we support the proposed replacement of the Town Hall water heater.

**ARTICLE 21      INFORMATION TECHNOLOGY - WIRELESS ACCESS POINTS - FIRE, DPW  
AND LIBRARY\*\***

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Five Thousand Six Hundred Dollars (\$5,600), more or less, to provide for the installation of secure wireless access points at the Fire Department, Department of Public Works and the Sargent Memorial Library, or take any other action relative thereto.

**Summary**

*During the past several months, secure wireless access has been provided at the Town Hall and Police Department. Funding for this article will provide for the installation of a secure mesh (wireless) network which will enhance Boxborough's commitment to providing efficient and effective services under an open and transparent form of government. The wireless network will provide access to Town information resources and transmission of data to the public as well as provide secure high-speed access to the Internet for committee members and volunteers. Mobile access (phone, tablet, laptop, etc) to information from any municipal facility in Town will be made possible through a secure network. All consumer grade wireless access points dispersed across the network will be systematically removed (eliminating the current security risk they represent).*

*In addition to the benefits to the public, committee members and volunteers, town staff will be able to connect seamlessly and securely from any municipal facility in town.*

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (5-0).**

The purchase of the wireless access ports will provide the employees and residents of the Town easier access to the Internet including Fire, DPW and the Library. Access at Town Hall is greatly increasing productivity and we believe this will continue with the addition of these secure access points.

**ARTICLE 22 POLICE DEPARTMENT - BUILDING REPAIRS AND MAINTENANCE\*\***

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Forty-Nine Thousand Five Hundred Dollars (\$49,500), more or less, to provide for the following building repairs and maintenance at the Police station:

	<b>Purpose</b>	<b>Amount</b>	<b>Comment</b>
<b>22A</b>	Carpeting	\$10,500	Was last replaced in 2008 and was on the capital plan for scheduled replacement in FY 2017 (passed over). The carpets have been regularly maintained and cleaned; however, intense 24/7 traffic has worn them down past the state of repair. Replacing hallways, locker room, conference room and offices.
<b>22B</b>	Interior Lighting	\$15,000	Many of lights have failed beyond bulb replacement and several inoperative switches need replacement. We are seeking to replace fixtures with energy efficient LED lighting, which will likely provide for savings in our utility bills over time.
<b>22C</b>	Interior Painting	\$10,000	The interior paint is faded, stained or damaged in many places. Also, minor wallboard repairs are needed from years of constant (24/7) use.
<b>22D</b>	Duct Cleaning	\$6,000	Air Duct Cleaning refers to the removal of dust and contaminants within the ductwork. This includes the supply and return air ducts as well as the registers and diffusers in each room. Powerful vacuums are used to remove all dust and debris, preventing it from re-circulating throughout the PD. This will create a cleaner and healthier working environment. By reducing allergens and irritants, it helps everyone breathe easier, improves air flow and provides for energy efficiency.
<b>22E</b>	Server/IT Room HVAC	\$8,000	The unit is located in the 911 data room that houses public safety servers, town-wide LAN and internet services. The server room AC runs 24/7 and requires continuous operation and full function at subzero temperatures. Since the HVAC unit was first installed in FY 2007, the amount of equipment in the data room has tripled. The equipment runs constantly, generates heat and must stay at a reasonable temperature to operate correctly. It is imperative to keep the equipment running smoothly in a temperate facility to ensure that we can continuously provide for the public safety needs of the community.
<b>TOTAL:</b>		<b>\$49,500</b>	

Or take any other action relative thereto.

**Summary**

*This article is to fund repairs and maintenance that are needed for various items of the Police Department building and grounds as described in the accompanying table. Most of these needs arise from ordinary wear and tear. As noted above the duct cleaning will provide for a cleaner, healthier environment. The server room must be maintained in a temperate environment to ensure the continuous operations of the 911 and IT equipment. The Chief is working with the Energy Committee to leverage their town-wide initiative on energy efficient lighting for potential savings on fixtures, bulbs and installation expenses.*

**The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectmen support these improvements for the reasons outlined in the summary above.

**The Finance Committee recommends (5-0).**

The Finance Committee recommends these capital improvements for the police department. These capital improvements have been on the capital plan and it is recommended that these items be addressed immediately.



## **ARTICLE 23      POLICE DEPARTMENT - EQUIPMENT\*\***

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Thirteen Thousand Five Hundred Dollars (\$13,500), more or less, to acquire the following equipment for the Police Department:

	<b>Purpose</b>	<b>Amount</b>	<b>Comment</b>
<b>23A</b>	Office Furniture	\$5,000	To replace aged desks, chairs and conference table. We have been getting by with used office furniture awaiting this funding.
<b>23B</b>	Photocopier	\$8,500	Has become less reliable and parts are no longer readily available. It is beyond the DOR useful lifespan and was on the FY 2017 capital plan.
<b>TOTAL:</b>		<b>\$13,500</b>	

Or take any other action relative thereto.

### **The Board of Selectmen recommends unanimously (5-0).**

The Selectmen support the replacement of this equipment for the Police Department.

### **The Finance Committee recommends (5-0).**

The Finance Committee recommends both these capital acquisitions for the police department. These items have been on the capital plan and it is recommended that these items be acquired as soon as possible.

## **ARTICLE 24      FIRE DEPARTMENT - REPLACE 1 RUGGEDIZED TABLET\*\***

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Six Thousand Dollars (\$6,000), more or less, for the purpose of acquiring one replacement ruggedized tablet for the Fire Department, or take any other action relative thereto.

### **Summary**

*This proposed article is to replace one (1) 2010 ruggedized tablet for the Pumper (E-63). This was purchased as a refurbished unit, and is becoming less reliable as it approaches its suggested lifespan. In-vehicle computer technology has become an important tool to help firefighters and EMT's mitigate any problems they may encounter. This ruggedized tablet connects to Dispatch and has access to our Computer Aided Dispatch (CAD) site information database. It also provides an on-line chemical database for emergency personnel. The funding will also provide for miscellaneous bracketry and installation.*

### **The Board of Selectmen recommends (4-0-1).**

As noted in the summary, this article seeks to replace one, seven-year-old refurbished tablet which has reached its useful life. The tablet is currently used in the pumper truck. It connects to Dispatch and has access to a site information database. It also provides an on-line chemical database for emergency personnel. The tablet is an essential tool for emergency management personnel.

### **The Finance Committee recommends (5-0).**

The Finance Committee recommends this article to purchase one ruggedized tablet for the Pumper truck. The current unit is becoming unreliable and was originally purchased as a refurbished unit.

**ARTICLE 25      DPW - DUMPSTERS - METAL AND WOOD (NON-METAL)\*\***

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Ten Thousand Four Hundred Dollars (\$10,400), more or less, for the purpose of acquiring two new dumpsters, one for metal, the other for wood (non-metal), or take any other action relative thereto.

**Summary**

*This article will fund two new open-top dumpsters that are used for bulk metal and wood/other recycling. The current dumpsters are quite old and have been repaired numerous times. It would be a waste of money and not feasible to continue repairing them. It is time for them to be recycled and replaced!*

**The Board of Selectmen recommends unanimously (5-0).**

This expense is on the capital plan.

**The Finance Committee recommends (5-0).**

This article will provide funds for the purchase of two dumpsters for the transfer station, replacing the current dumpsters that are beyond further repair. This is on the capital plan.

## **ARTICLE 26      TOWN HALL EXTERIOR PAINT TOUCH-UP**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Ten Thousand Dollars (\$10,000), more or less, to provide for touching up the exterior paint work at the Town Hall, or take any other action relative thereto.

### **Summary**

*Town Hall exterior paintwork is cracking and peeling. The requested appropriation will provide for necessary routine maintenance and touch-up of the paintwork. The newer section of town hall was painted in 2012; the older section was last painted in 2013.*

**The Board of Selectmen recommends unanimously (5-0).**

### **The Finance Committee recommends (4-1).**

The majority on the Finance Committee recommends. The proposed project will cover both routine maintenance and touch-up needs to the exterior of Town Hall. By completing this work, we hope it will extend the life of the current paint job completed in 2012 & 2013.

The minority view of the Finance Committee is that the cost of \$10,000 for a touch-up is excessive for a building which was painted 4-5 years ago.

## **ARTICLE 27        SOUTH CEMETERY - STONE WALL**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Fifteen Thousand Dollars (\$15,000), more or less, for the purpose of constructing a farmer's stone wall between the South Cemetery and the residential lot next door, or take any other action relative thereto.

### **The Cemetery Commission recommends (2-1).**

The Cemetery Commission is requesting the funding in order to build a stone wall between the South Cemetery and the residential house lot next door. The wall will be a farmer's stone wall (which will look like the existing stone wall around the rest of the cemetery) and will be between 350-400' long. The Commission believes it is necessary to define the cemetery boundaries because plots are now being sold in the eastern part of the cemetery.

### **The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectmen recommend support of this article in order to ensure that the cemetery boundaries are clearly identified as plots are now being sold in the eastern portion of the cemetery.

### **The Finance Committee recommends (5-0).**

This article will provide funds for the construction of a stone wall to demarcate the boundary of the South cemetery, adjacent to a residential lot. This will be in keeping with existing walls around the cemetery.

## **ARTICLE 28      LIBRARY - REPLACE CARPETING**

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Ninety-Five Thousand (\$95,000), more or less, for the purpose of removing and replacing the existing carpet at the Sargent Memorial Library; or take any other action relative thereto.

### **The Library Board of Trustees recommends unanimously.**

The library carpeting is now 12 years old. The carpet, which is cleaned regularly, is now worn, permanently soiled, and frayed. Parts of the carpet edges are coming up, creating a tripping hazard.

By replacing the old carpet with carpet squares, we will be able to make future repairs to individual areas as needed, rather than replace the carpet throughout the entire building at once.

The amount requested will include the removal of existing carpeting, labor and materials for replacing the carpet, as well as costs associated with moving and storing library materials and furniture, including picking up the stacks and books, during the process.

The Library Trustees unanimously recommend this expenditure to maintain our investment in this important resource in our community. This replacement has been a part of the town's long term capital plan.

### **The Finance Committee recommends (5-1).**

The majority on the Finance Committee recommends this article. Replacement has been on the Capital Plan since 2012 per the DOR seven-year replacement recommendation. And it has been moved ahead for the last 5 years. This is the original carpet and is many years overdue in being replaced.

The minority view is that even though replacement has been in the capital plan for several years, the carpet seems to be in good condition overall. The carpet, in its current condition, does not appear to negatively impact patrons' experience in the library (aesthetics), nor does it impede their use of library services.

## ARTICLE 29 INFORMATION TECHNOLOGY

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Ninety-One Thousand Four Hundred Dollars (\$91,400), more or less, to provide for the following information technology upgrades and equipment, or take any other action relative thereto.

	Purpose	Amount	Comment
29A	Hardware Upgrades	\$31,400	This will provide for the replacement of seven desktop computers, one switch and one Town Hall server.
29B	Town Facilities Access Control System	\$60,000	This will provide automated access to all town buildings, excluding the Police department, which is currently operating under this system. The system will ensure that only <u>current</u> employees and chairs of committees, boards or commissions have access to the building during non-business hours.
TOTAL:		\$91,400	

Or take any other action relative thereto.

### Summary

*The Capital Plan has been updated to include the Town's IT infrastructure and hardware so that we can plan for the phased replacement of our equipment. We are seeking to replace PC's that were placed in service in 2010 and 2011 as well as a network switch at Town Hall and the server that houses the Assessing system that was placed in service in 2007.*

*This article will also fund the deployment of a town-wide monitoring and access control system for all town buildings, except the Police department: Town Hall, Fire Station, DPW, Library and Museum. Currently, building access is controlled by issuance of physical keys to authorized individuals under a master key system. Town employees and chairs of committees and boards are issued keys. Records must be maintained for keys issued, lost/replaced and returned. With growth in the number of keys issued, record keeping and physical key inventory management has become unwieldy. It can be problematic to ensure there are no keys outstanding to unauthorized individuals. Lock repair and maintenance is more costly and complicated by the master key system.*

*An IP-enabled access control system will use RFID cards issued to authorized individuals. Access to buildings will be controlled by card readers that query the card presented and check for access authorization in the master database. Upon termination of employment or change in committee status, issued cards can be revoked with the click of a mouse. There will be no need to return keys or cards. The card readers will be connected to the town network to communicate to the master database and monitoring system at Dispatch. Dispatch personnel will be able to provide assistance 24x7 in case of any issue. In the next phase of the town's access control and security deployment, IP enabled video cameras will be installed at most card-reader equipped doors.*

**The Board of Selectmen recommends unanimously (5-0).**

The proposed hardware upgrades are part of the town's normal and regular IT equipment refresh cycle and have been recommended by Boxborough's ad hoc IT steering committee comprised of the Board of Selectmen, the department heads, and Guardian Information Technologies, our IT consultant and services provider.

The access control system will improve the town's ability to provide a safe and secure environment for employees, volunteers and visitors to town facilities, as well as equipment. The basement of the museum now houses a portion of the new public safety radio system, and additionally is being utilized to store town records and archives. These assets should also be protected with an access control and monitoring system especially since the museum is not normally staffed.

A previous version of this article was brought to Town Meeting in May 2016, asking for \$45K to fund an initial phase of deployment at only town hall and the public safety facilities. The discussion at Town Meeting in May 2016 indicated support for such a system but that it should be deployed across all town buildings. This was also the recommendation of the Finance Committee. The increased funding to \$60K under this article will permit deployment at all buildings including the library and museum.

**The Finance Committee recommends (6-0).**

A. Hardware and Software Upgrades

These hardware upgrades will replace various PC's utilized by Town staff that were originally purchased in 2010 & 2011. In addition, this article will purchase a network switch at Town Hall and server that supports the Town's Assessing system that has been in usage since 2007. We feel this is an appropriate investment in the Town's IT infrastructure and hardware systems.

B. Town Facilities Access Control System

Currently, Town Hall, Fire Station, DPW, Library and Museum are all accessed by physical keys to authorized individuals under a master key system. This has led to challenges in keeping an accurate inventory of keys issued to various Board's, Committees, and staff members. To avoid this liability, this article proposes replacing the current system with an IP-enabled access control system that will utilize RFID cards for access. Access to the previously mentioned Town facilities will be given by card readers that query the card presented and ensure access authorization has been given to the individual using their card. This will eliminate current concerns with key inventory and allow the Town more control of person to person access.



**ARTICLE 30      POLICE DEPARTMENT - BUILDING & GROUNDS REPAIRS AND  
MAINTENANCE**

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Eighty-Five Thousand Dollars (\$85,000), more or less, for the purpose of repaving the parking lot and providing for landscaping improvements at the Police station, or take any other action relative thereto.

**Summary**

*The pavement is failing and is original to the building. This work was passed over in 2012 when other town facilities were done. Additionally, the area around the generator needs regrading as snow melt causes an ice hazard all winter. This project is expected to cost \$75,000.*

*This article also requests funding for landscaping improvements, which have been estimated at \$10,000. The shrubs in front of the PD and along the visitor parking lot are original to the building (1989). Overgrowth, ice and snow damage, along with incorrect pruning have contributed to disease and general unattractiveness of our shrubs. The benefits of well-placed trees and shrubs can reduce energy consumption during the hot summer months as well as reduce storm water runoff, erosion and flooding.*

*The grass/lawn areas around the building are extremely poor. Lack of regular maintenance has left poor and compacted soil that is infested with weeds and insects. In many places the soil won't even support weed growth. Aside from aesthetics, lawns act as natural filters taking up dust, pollutants, and particulate matter from the air and water. A healthy lawn will help with drainage, prevent erosion and insect infestation.*

**The Board of Selectmen recommends unanimously (5-0).**

The Board of Selectmen support this article for the reasons outlined in the summary above.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends both these building and grounds capital improvements. The parking lot repaving has been on the capital plan since 2012 and is in need of repair given the level of deterioration. Therefore, the Finance Committee recommends this capital investment.

## **ARTICLE 31      FIRE DEPARTMENT - REPAIR/REPAVE PARKING LOT**

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Ninety Thousand Dollars (\$90,000), more or less, for the purpose of repaving the parking lot at the Fire station, or take any other action relative thereto.

### **Summary**

*The requested appropriation will provide for repairs to and repaving of the Fire station parking lot, including associated regrading and drainage work. The paving at the Fire station is in very poor condition, rendering travel and maintenance difficult. More importantly, the sunken ruts in front of the apparatus bays cause poor drainage and safety risks. This project would enable us to regrade the driveway and parking lot to allow for better management of storm water, keeping it away from the building, while also providing for a smooth and sound driveway / parking area.*

### **The Board of Selectmen recommends (4-0-1).**

The surface of the parking lot is in poor condition. The ruts in front of the apparatus bays cause poor drainage, safety risks and potential damage to equipment. While the Boxborough Building Committee is currently studying various sites for a new Fire Department, their recommendations, proposals and a vote on those recommendations at ATM, in all likelihood is years away from fruition. Under the circumstances, we need to make the necessary repairs to the parking lot. The Board of Selectmen asks that you support this article.

### **The Finance Committee recommends (6-0).**

The Finance Committee recommends this article to repave the fire department parking lot including some reshaping of the slope and to provide berms where required. The parking lot has not been repaved in many years and is past due. While we understand that long term there could be changes in the usage of the facility, the parking lot is at the point where the Town needs to make the investment. The parking lot is also used as overflow for the Blanchard school and safety is always something to be monitored and acted upon.

## **ARTICLE 32 FIRE DEPARTMENT EQUIPMENT**

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of One Hundred Twenty-Six Thousand Dollars (\$126,000), more or less, to provide for the following equipment for the Fire Department:

	<b>Purpose</b>	<b>Amount</b>	<b>Comment</b>
<b>32A</b>	Mobile and Portable Radios	\$26,000	The Fire Department needs to replace its current outdated/discontinued two way radios: 5 mobile units and 14 portable radios. These radios are unreasonable to repair and are beyond their suggested lifespan and are becoming less reliable. The requested funding would also provide for miscellaneous batteries, clips, chargers etc. necessary for the installation and operation of the radios.
<b>32B</b>	Public Safety Radio Upgrade - Continuation	\$100,000	The funding would enable the continuation of an integrated communications network for the Fire Department. The recently installed Fire Department radio system still experiences a lack of coverage throughout the town. The project includes upgrading the existing towers at Swanson Road & Hager site with new UHF radio simulcasting transmitter/repeaters to improve coverage and provide failsafe redundancy.
<b>TOTAL:</b>		<b>\$126,000</b>	

Or take any other action relative thereto.

**The Board of Selectmen recommends (4-0-1).**

### **32A - Mobile and Portable Radios**

This article seeks to replace five (5) mobile and fourteen (14) portable two-way radios. The radios are 10-15 years old, obsolete and beyond their useful life. The replacement cost includes, batteries, clips and chargers.

### **32B - Public Safety Radio Upgrade - Continuation**

In May 2014, the Town voted funding in the amount of \$415,194 to upgrade existing radio towers on Swanson Road and at the Hager site with new UHF/VHF radio transmitter/repeaters and to install a transmitter/repeater unit at Middle Road. The upgrade and installation solved most problems associated with communications by the Police Department. However, because of the forty-five (45) foot zoning bylaw height restriction, the transmitter/repeater unit on Middle Road did not provide adequate coverage for the northeast area of the town including Liberty Square Road, Depot Road, Sargent Road, upper Hill Road and Central Street. Currently there is limited transmission coverage to this area of town.

This article seeks funding to correct the existing problems of inadequate coverage and dead zones so that the Fire Department can safely communicate with dispatch, police and mutual responders. The plan is to replace/upgrade the Hager cell site UHF antenna and transmission cable, swap out the current single transmitter/repeater equipment at Swanson and Hager and replace it with an upgraded simulcasting transmitter/repeater, so that both

sites will be “talking and listening” sites. Currently, Swanson and Hager are only “listening” sites. The Middle Road site will be changed to a “listening” only site. The vendor we’re working with has agreed to give us a partial credit for the equipment swap. This new equipment also includes a backup system (fail safe redundancy) in the event of a power outage, lightning strike or some other unforeseen event.

For the safety of residents and first responders, the Board of Selectmen asks that you support this article.

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article to greatly improve the Town coverage by the Fire department. The original design of the communications system depended on an 85-foot antenna at the corner of Middle and Hill Road (close to the highest point in Town if not the highest point). Through a series of meetings, the tower height was reduced to 45 feet or the maximum height allowed by Town bylaw. The communications budget was approved and the installation occurred. We have now found that the outer 4 corners of Town are not being covered. Computer simulation is showing that by changing the design from one talk/listen station at middle road to a simulcast system between Swanson and the Hager property that the Town coverage will be just about fully covered. The mobile and portable radios are reaching their end of useful working life and need to be replaced.

## **ARTICLE 33      DEPARTMENT OF PUBLIC WORKS EQUIPMENT**

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Three Hundred Forty Thousand Dollars (\$340,000), more or less, for the purpose of providing for the following equipment for the Department of Public Works:

	<b>Purpose</b>	<b>Amount</b>
<b>33A</b>	Update Radio Equipment	\$50,000
<b>33B</b>	Six-Wheel Combination Dump Truck/Spreader	\$210,000
<b>33C</b>	One-Ton F550 Truck	\$60,000
<b>33D</b>	Re-Furbish 1996 Loader	\$20,000
<b>TOTAL:</b>		<b>\$340,000</b>

Or take any other action relative thereto.

### **Summaries and Recommendations**

#### **33A - Update Radio Equipment**

##### **Summary**

*This article will fund the upgrade of the DPW radio system substantially as described in Article 34 May 2016 ATM except that only one transmitter will be located at the Hager Well site, reducing the complexity and cost of the previously proposed so-called "simulcast" design employing multiple transmitter/repeaters. The estimate of \$50,000 is based on a vendor quote. Compared to last year's request of \$95,000 this article represents a savings of \$45,000. The repurposing of former Police Department repeater equipment and radios will save approximately \$51,000 in additional costs that otherwise would be incurred over and above the current estimate.*

*The DPW currently operates a Low Band radio system to maintain communications between the vehicles and headquarters. This system is not compatible with Public Safety communications radios and has become sufficiently obsolescent that parts and repairs are extremely difficult to obtain, risking large scale unresolvable failures in the near future. This article will fund replacement of the current system with a fully licensed VHF radio system able to communicate directly with public safety dispatch and DPW vehicles, employing a combination of newly purchased equipment and systems repurposed from Boxborough Police Department radio equipment rendered surplus by the recently completed Public Safety Communications upgrade. The new system will include a VHF transmitter at the Hager site, interface and base station equipment at the Public Safety Dispatch center and DPW barn, mobile radios for the 18 DPW vehicles and portables for DPW personnel.*

##### **The Board of Selectmen recommends unanimously (5-0).**

The DPW radio system is beyond obsolescent. It must be replaced to provide reliable communications with DPW personnel and vehicles, and to provide interoperability with public safety systems in the event of emergencies where coordination among Police, Fire and DPW is essential to safe and efficient operations.

**The Finance Committee recommends (5-0).**

This article will provide funds to replace what is effectively an obsolete system used by the DPW. The plan represents a significant saving on the proposal that was rejected by ATM in May 2016.

**33B - Six-Wheel Combination Dump Truck/Spreader**

**Summary**

*This will replace a 2001 Chevrolet 10-ton dump truck with salt spreader that has 40,000 miles on it and is badly corroded. We have been experiencing increasing mechanical problems with the current truck. The proposed new truck will have a stainless-steel body with deicing tanks.*

**The Board of Selectmen recommends unanimously (5-0).**

This procurement is on the capital plan and is necessary to ensure we can operate reliably next plowing and salting season. We expect the new truck with stainless steel body will last longer than previous painted steel models.

**The Finance Committee recommends (5-0).**

This will provide funds for a replacement truck for salting and plowing to replace the current truck that is unreliable. This purchase is in the capital plan.

**33C - One-Ton F550 Truck**

**Summary**

*This article will fund purchase of a one-ton truck with the normal accessories including radios. This purchase is on the capital plan for FY 2018.*

*The one-ton trucks are the workhorses of the DPW. They are each fitted with a plow and a dump body and a rear hitch to pull the equipment trailers. Each road crew on mowing, brush or tree detail uses one of these trucks. We normally operate with three trucks after the oldest truck has been sold at surplus auction. After new trucks are purchased, the two newest of the fleet are in active use with the oldest of the three kept as a spare. We need three one-tons to operate with full crews plus a spare.*

*This purchase will replace the truck that was sold at surplus auction. Following our normal practice a 2007 truck would have become our third and oldest one-ton after this new purchase. In February, due to a freak mechanical failure, the 2007 caught fire and burned, resulting in a total loss. Together with the insurance settlement and use of the reserve fund, we have replaced the burned truck, but are still short one truck. With purchase of a new truck with this article, we will have a full fleet of three one-tons. Since the burned truck replacement will also be new, we will be able to push out the capital plan schedule for replacement of the next one-ton.*

**The Board of Selectmen recommends unanimously (5-0).**

This truck purchase is necessary to maintain our one-ton truck fleet strength. It is on the capital plan.

**The Finance Committee recommends (5-0).**

This purchase is on the capital plan and will allow the DPW to maintain their full strength of trucks for everyday use.

**33D - Re-Furbish 1996 Loader**

**Summary**

*This article will fund work to refurbish the 1996 John Deere Model 344G loader. Although it is a 1996 model, this loader has relatively low hours and is in excellent mechanical condition. We expect at least 10 more years of useful life provided we keep up with regular maintenance. The next scheduled maintenance on the capital plan is in FY 2022. This article will fund maintenance and repairs on the cab and doors, seats, bucket and booms, and various other items including sandblasting and painting. This expenditure is on the capital plan with a cost based on a vendor estimate.*

**The Board of Selectmen recommends unanimously (5-0).**

This is the older of two DPW loaders. The \$20,000 cost to refurbish it is necessary equipment maintenance required to protect a valuable DPW resource. For comparison, the newer DPW loader was purchased in 2016 for about \$180,000. This article expenditure is a sensible investment in protecting capital equipment.

**The Finance Committee does not recommend (5-0).**

The Finance Committee believes we should await a new DPW Director to put in place a strategy for replacement or refurbishment of the loader. This could be further reviewed at a subsequent Town Meeting.

## **ARTICLE 34      DEPARTMENT OF PUBLIC WORKS - ROAD PAVING**

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Three Hundred Thousand Dollars (\$300,000), more or less, for the purpose of paving roadways in Boxborough, or take any other action relative thereto.

### **The Board of Selectmen recommends unanimously (5-0).**

This article continues the action begun at the 2015 Annual Town Meeting of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving town roads. The expected level of Chapter 90 funding in recent years has been insufficient to repave even 1 mile per year of the Town's approximately 30 miles of roadway. This shortfall has led to a general deterioration of town roads, a situation obvious to all residents.

The road projects the DPW would like to address in FY 2018 are:

<b>Road</b>	<b>Estimated cost</b>
Robinson Road	\$300,000
Burroughs Road (eastern portion from Mass. Ave. to Stow Road)	\$300,000
Hill Road paving and guard rail	\$870,000
Joseph Road	\$210,000
Emanuel Road	\$90,000
<b>Total cost estimate</b>	<b>\$1,770,000</b>

The estimated cost of these projects is about \$1,770,000. We have on hand \$1,082,500 available from prior appropriations and balance of prior year's Chapter 90 monies. We estimate we will receive about \$200,000 in FY 2018 Chapter 90 funds, giving us about \$1,282,500 for FY 2018 projects. The additional \$300,000 requested in this article would make available total funds of \$1,582,000. This would enable completion of a substantial portion of the current priority projects. The DPW will work with the contractor to plan the most advantageous and maximum use of these funds. We would like to complete whole road sections where possible and minimize the amount carried forward for FY 2019 projects. We intend to use a multi-year bid process for Chapter 90 funds to get more favorable pricing, greatly reduce the Ch90 administrative overhead, and allow the work to proceed more efficiently.

Road paving requests are likely to be continuing from year to year until such time as we have "caught up" with a sustainable repaving schedule or Chapter 90 resources have been substantially increased.

### **The Finance Committee recommends (6-0).**

There is a significant backlog of road paving work outstanding, and despite concerns about the administrative load in handling a large number of projects, the Finance Committee believes that approving this article will allow most of the priority repaving projects to be completed before next winter.



## **ARTICLE 35      DEPARTMENT OF PUBLIC WORKS - REPLACE GARAGE ROOF (OLD SIDE)**

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of replacing the roof on the “old” side of the DPW garage, or take any other action relative thereto.

### **Summary**

*This article will fund replacement of the oldest half of the DPW garage roof which is original dating from 1970. At 47 years, it is well past expected life and is leaking. This expenditure is on the capital plan with a cost based on a vendor estimate. This work will be put out to bid.*

### **The Board of Selectmen recommends unanimously (5-0).**

This is necessary building maintenance work and is on the capital plan.

### **The Finance Committee recommends (6-0).**

The Finance Committee recognizes the need to replace this original section of the roof on the DPW building, and the project is on the capital plan. There is concern at what seems to be a relatively high cost for something that has a potentially short life, but we believe that due diligence during the bidding process could significantly reduce this cost of this project.

## **ARTICLE 36      MASSACHUSETTS SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL PERMIT CONSULTING SERVICES**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of implementing the necessary plans, programs, and tasks to ensure that the Town of Boxborough is compliant with the Massachusetts Small MS4 General Permit, or take any other action relative thereto.

### **Summary**

*The United States Environmental Protection Agency (EPA) has promulgated regulations to protect the waters of the United States from pollutants introduced by runoff from roads and construction sites. In Massachusetts, this will be implemented via the issuance of municipal permits under authority delegated to the Massachusetts Department of Environmental Protection (Mass DEP). The new permit rules become effective July 1, 2017, and there is limited time to begin the permit filing process. All municipalities are impacted and all are required to comply by obtaining permits. The permitting process is complex and beyond the capabilities of our town boards and staff. It amounts to an unfunded mandate. This article will fund the work we are required to do in FY 2018.*

*Polluted stormwater runoff is commonly transported through Municipal Separate Storm Sewer Systems (MS4s), and then often discharged, untreated, into local water bodies. An MS4 is a conveyance or system of conveyances that is:*

- Owned by a state, city, town, village, or other public entity that discharges to waters of the United States,*
- Designed or used to collect or convey stormwater (e.g., storm drains, pipes, ditches),*
- Not a combined sewer, and*
- Not part of a sewage treatment plant, or publicly owned treatment works (POTW).*

*On May 1, 2003, EPA Region 1 issued its Final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (2003 Small MS4 Permit) that covers "traditional" (i.e., cities and towns) and "non-traditional" (i.e., federal and state agencies) MS4 Operators located in the states of Massachusetts and New Hampshire. This permit expired on May 1, 2008 but remains in effect for authorized operators until operators are authorized under the 2016 MS4 General Permit. The 2016 Massachusetts Small MS4 General Permit was signed April 4, 2016 and will become effective on July 1, 2017. The final Massachusetts Small MS4 General Permit establishes Notice of Intent (NOI) requirements, prohibitions, and management practices for stormwater discharges from Small MS4s in Massachusetts. The final Massachusetts Small MS4 General Permit reflects modifications to the draft Small MS4 General Permit released for comment on September 30, 2014 and replaces the 2003 Small MS4 General Permit for MS4 operators within the Commonwealth of Massachusetts.*

*There are a number of requirements to be met to achieve and maintain compliance with the Small MS4 General Permit including the submission of a Notice of Intent (NOI) by September 29, 2017; development of a Stormwater Management Program Plan; public outreach, education, involvement, and participation; illicit discharge detection and elimination; construction site runoff control; post-construction site control; pollution prevention; and annual reporting. Town staff does not have the expertise or capacity to handle all aspects of the requirements for this mandatory permit to achieve and maintain compliance, and therefore an outside consultant is needed to assist with this task.*

**The Board of Selectmen recommends unanimously (5-0).**

The US Environmental Protection Agency has issued regulations governing municipal systems for management of stormwater and sewerage. The intent is to protect drinking water and the waters of the United States by insuring that sewerage and stormwater are handled in separate systems, not comingled. Implementation is via master permits issued by the EPA to the states. In Massachusetts, the responsible permitting authority is the Mass Department of Environmental Protection. The net result is that all municipalities in the Commonwealth must apply to the DEP for Permits for their “Municipal Separate Storm Sewer System”, hence “MS4 Permit”.

**The Finance Committee does not recommend (5-0).**

The Finance Committee does not recommend this article primarily due to the dollar amount identified. We recognize the Town must meet its legal requirements, the first of which is the Notice of Intent, but there seems to be some uncertainty as to what is required after that. What we would prefer is to fund the consultants to meet our obligations under the Notice of Intent while subsequent activities are clarified, and then come back to the STM later this year to fund these better-defined activities. A new, much lower estimate was presented after the finalization of the warrant that accomplishes the first step, of meeting the requirements leading up to the Notice of Intent. The Finance Committee anticipates it may be able to present Town Meeting with an amendment to this article reflecting a more accurate and reduced dollar amount.

## **ARTICLE 37      RELEASE OF EXISTING EASEMENT; ACQUISITION OF LAND**

(Two-thirds vote required)

To see if the Town will vote to authorize the Board of Selectmen to release, upon such terms and for such consideration as the Board of Selectmen shall determine, that certain access easement held by the Town in the property known as 120 Cobleigh Road in the location depicted as “50 Ft. Wide Right of Way” on that plan recorded with the Southern Middlesex Registry of Deeds as Plan 609 of 1974, and conveyed to the Town pursuant to that deed recorded with said Registry in Book 12938, Page 145; and further to authorize the Board of Selectmen to acquire, for conservation and passive recreation purposes by gift, purchase, or eminent domain, and upon such terms and for such consideration as the Board of Selectmen shall determine, a portion of the property at 120 Cobleigh Road of approximate area and location as depicted on a plan entitled “Plan of Land, 120 Cobleigh Road, Boxborough, MA; prepared for: The Town of Boxborough & David R. and Pamela L. Follett;” scale: 1”=40’, dated: March, 2017, a copy of which is on file with the Town Clerk, such land to be held in the care, custody and control of the Conservation Commission pursuant to G.L. c.40, §8C, or take any other action relative thereto.

### **Summary**

*The Conservation Commission proposes that the Town release an existing and unused easement in exchange for a gift of land on the same property. The new gift of land is located such that it will provide a direct connection between the existing Town-owned Hager Land and the nearby recently conserved Inches Woods Land. Inches Woods is owned by the Boxborough Conservation Trust with the Town holding a permanent Conservation Restriction. The intent of acquiring the gifted land is to connect and extend the trail network from the Hager Land to the new (and future) trails on the Inches Woods Land. The existing easement to be released was established circa 1974 as part of the original Cobleigh Road subdivision and serves no practical purpose today. Conserving the proposed gift of land and extending the trail network is consistent with the goals and objectives of the Town’s Open Space and Recreation Plan and Boxborough2030.*

### **The Conservation Commission recommends.**

The proposed release of easement is in exchange for a new gift of land to the Town that allows for connectivity and the extension of the existing trail network on the Hager Land over to and through the newly acquired Inches Woods conservation parcel (owned by the Boxborough Conservation Trust). This is a beneficial deal for the Town that permanently conserves land and is a great example of cooperation between the Town, a private land trust (the BCT), and land owner.

### **The Board of Selectmen recommends unanimously (5-0).**

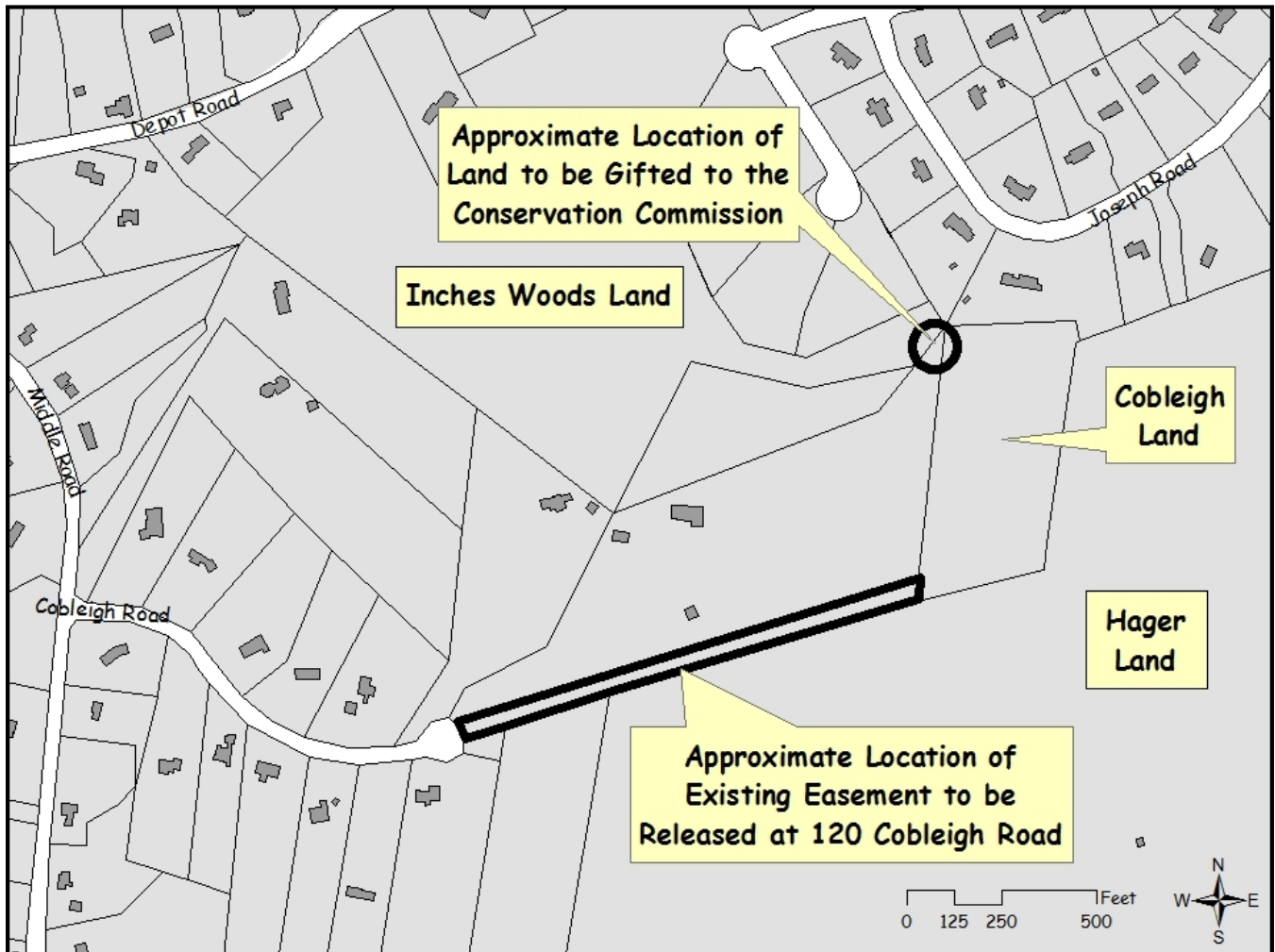
### **The Finance Committee recommends (5-1).**

The majority of the Finance Committee recommends as the easement to be released is now unused and of no current practical purpose to the town. The gifted land the Town will receive in exchange, on the other hand, would be valuable for Town conservation efforts as it would permit the Town to connect and extend the trail network from the Hager Parcel to the new, future trails on the Inches Woods Parcel.

The minority view is that we should be concerned about a potential conflict of interest. This article would release an easement affecting the property of a current voting member of the Conservation Committee, who has

sponsored this article. Therefore, the homeowner could financially benefit from this change upon the sale of their property.

## RELEASE OF EXISTING EASEMENT AT 120 COBLEIGH ROAD



## ARTICLE 38 ZONING BYLAW AMENDMENT - AMEND SECTION 9004 PENALTY

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 9004 Penalty, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

### *9004 Penalty*

Whoever shall breach or violate any provision of this Zoning Bylaw and/or any of the decisions of the Board of Appeals and Planning Board of the Town of Boxborough made under the provisions of said Bylaw, shall be punished by a fine ***of one hundred dollars (\$100) for the first offense, two hundred dollars (\$200) for the second offense, three hundred dollars (\$300) for the third offense, and three hundred dollars (\$300) for each succeeding offense***~~of not exceeding one hundred dollars for each offense or for each day of a continued offense~~, in the absence of an express provision for another penalty. ***Each day that a violation continues shall constitute a separate offense.***

Or take any other action relative thereto.

### **Summary**

*The current language of Section 9004 of the Boxborough Zoning Bylaw only allows for the issuance of fines up to one hundred dollars (\$100) per day for violations. The proposed amendment would implement a tiered system for fines and also allow for the maximum fine amount (\$300) to be issued each day to those violators who do not comply. The proposed amendment also makes clear that each day a violation continues it will constitute a separate offense, which will make this section of the Zoning Bylaw clearly consistent with existing zoning enforcement practices.*

### **The Planning Board recommends (5-0).**

The Planning Board finds a tiered system for zoning violation fines will provide an opportunity for violators to achieve compliance prior to maximum fines being implemented. Additionally, the Planning Board sees no reason why the Town of Boxborough should not be charging the maximum amount for fines allowed by the state (\$300) for continued violators. The current maximum fine amount in the Boxborough Zoning Bylaw is only \$100 per day and this amount does not appear to be a great deterrent to a perpetual violator. Therefore, the Planning Board recommends.

### **The Finance Committee recommends (6-0).**

The Finance Committee believes that with the increase in fines and with each day defining a separate violation will help to persuade those in non-compliance to move in to compliance at a rapid pace.

**ARTICLE 39      ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS,  
SECTION 4003(4) BUSINESS/INDUSTRIAL USES, AND SECTION 6006 PARKING  
SCHEDULE**

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2100 Definitions, Section 4003(4) Business/Industrial Uses, and Section 6006 Parking Schedule, to implement a “Building Trade” use category by adding the following language in bold italics and renumbering various sections accordingly throughout the Zoning Bylaw, all as follows:

**2100 Definitions**

***2117    Building Trade shall mean an establishment for use by tradesmen such as a carpenter, welder, plumber, electrician, roofer, builder, mason, building cleaning service, painter, contractor, or similar occupation.***

**4003(4) BUSINESS/INDUSTRIAL USES**

**DISTRICTS**

	<b><u>AR</u></b>	<b><u>R1</u></b>	<b><u>B</u></b>	<b><u>B1</u></b>	<b><u>OP</u></b>	<b><u>TC</u></b>	<b><u>IC</u></b>
Convalescent, nursing, or rest home	SP	SP	Y	Y	SP	Y	SP
Assisted Living Facility	N	N	Y	Y	SP	N	SP
Day care center	Y	Y	Y	Y	Y	Y	Y
Animal Shelter	N	N	N	N	N	N	SP <sup>13</sup>
Hospital, sanatorium, funeral home	N	N	Y	Y	SP	N	SP
Sports or athletic facility or full-sized public golf course	N	N	Y	Y	SP	N	SP
Club	N	N	Y	Y	SP	N	SP
Professional or business office	N	N	Y	Y	Y	Y	Y
Kennel	N	N	SP	SP	SP	SP	SP
Veterinary	N	N	Y	Y	Y	Y	SP
Research & Development	N	N	Y	Y	Y <sup>3</sup>	N	SP <sup>3</sup>
Bank	N	N	Y	Y	Y	Y <sup>4</sup>	Y
Hotel, motel, inn	N	N	Y	Y	Y	N	SP
Conference center	N	N	N	N	Y	N	SP

(Continued on next page)

4003(4) **BUSINESS/INDUSTRIAL USES**

	<b>DISTRICTS</b>						
	<b><u>AR</u></b>	<b><u>R1</u></b>	<b><u>B</u></b>	<b><u>B1</u></b>	<b><u>OP</u></b>	<b><u>TC</u></b>	<b><u>IC</u></b>
Restaurant	N	N	SP <sup>5</sup>	SP <sup>5</sup>	SP	SP <sup>5</sup>	SP
Fast-food restaurant	N	N	N	N	N	N	N
Service shops (salon, barber, dry cleaner)	N	N	Y	Y	SP	Y <sup>6</sup>	SP
Craft shop or art studio	N	N	Y	Y	SP	Y <sup>7</sup>	SP
Printing shop/Copy Shop/ Word Processing center	N	N	Y <sup>12</sup>	Y <sup>12</sup>	Y <sup>12</sup>	N	Y <sup>12</sup>
Retail stores containing more than 25,000 square feet gross floor area	N	N	N	N	N	N	N
Retail stores containing less than 25,000 square feet gross floor area	N	N	Y	Y	N <sup>18</sup>	Y <sup>8</sup>	N <sup>18</sup>
Adult Use	N	N	N	N	N	N	SP
Automobile service station	N	N	N	N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP
Self-storage facility	N	N	N	N	N	N	Y
Car Sales	N	N	SP	SP	SP	N	SP
Repair shop	N	N	Y	Y	SP	N	SP
Warehouse	N	N	N	N	N	N	Y <sup>9</sup>
Wholesale operations	N	N	Y <sup>9</sup>	Y <sup>9</sup>	SP <sup>9</sup>	N	Y <sup>9</sup>
Light Manufacturing	N	SP <sup>10</sup>	Y <sup>11,1</sup> <sub>2</sub>	Y <sup>11,1</sup> <sub>2</sub>	Y <sup>12</sup>	N	Y <sup>12</sup>
Manufacturing	N	N	N	Y <sup>11,1</sup> <sub>2</sub>	N	N	Y <sup>12</sup>
<b><i>Building Trade</i></b>	<b><i>N</i></b>	<b><i>N</i></b>	<b><i>SP</i></b>	<b><i>SP</i></b>	<b><i>N</i></b>	<b><i>N</i></b>	<b><i>Y</i></b>
Landscaping Services	Y <sup>19</sup>	N	Y	Y	SP	Y <sup>19</sup>	Y
Landscaping Contractors	N	N	SP	SP	SP	N	Y
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

FOOTNOTES

<sup>1</sup> See Section 5004.

<sup>2</sup> In accordance with Boxborough Earth Removal Bylaw.

<sup>3</sup> Provided that hazardous materials are not a primary part of the business.



- <sup>4</sup> Drive-through windows or drive-through ATMs are prohibited.
- <sup>5</sup> Hours of operation 6:00 a.m. to 11:00 p.m. only. Serving or use of disposable utensils, drive-through windows, or take out counters of any kind are expressly prohibited.
- <sup>6</sup> No dry cleaning shall be done on the premises.
- <sup>7</sup> Hours of operation 6:00 a.m. to 10:00 p.m. only.
- <sup>8</sup> Hours of operation per footnote 7; all sale and display of merchandise to be within a building. Mixed-use buildings in the Town Center District shall have only retail on the ground floor. (See Section 2100 for definitions).
- <sup>9</sup> Other than hazardous materials. This restriction includes liquid petroleum products, except for those petroleum products stored in an approved manner for on-site heating and refueling.
- <sup>10</sup> Provided that five or fewer persons are employed therein.
- <sup>11</sup> Provided the major portion of the goods produced is sold to the consumer on the premises by the producer.
- <sup>12</sup> Provided that these operations do not use hazardous materials except as an incidental part of their business nor in quantities greater than would normally be used in 90 days, and in accordance with the existing state and federal regulations and the Federal Resource Conservation & Recovery Act. The operation shall provide adequate facilities for storage, containment and safety precautions for the hazardous materials used. Hazardous materials shall be disposed of off-site by a state-registered hazardous waste disposal contractor.
- <sup>13</sup> Such use shall only be located in the Industrial/Commercial Zone District along Codman Hill Road.
- <sup>14</sup> The conversion shall not be allowed where the proposed lot is less than 40,000 square feet in area, or where less than 600 square feet of floor space would be provided for each dwelling unit therein.
- <sup>15</sup> Dwellings shall be permitted as accessory buildings only in the Agricultural-Residential, Residential 1, and Town Center Districts.
- <sup>16</sup> See Section 5005.
- <sup>17</sup> See Section 7200 Wireless Communication Facilities.
- <sup>18</sup> Except retail stores customarily incidental and subordinate to the principal use of the premises.
- <sup>19</sup> Allowed only as a Home Occupation pursuant to Section 4102 & 4103.

#### *6006 Parking Schedule*

The following parking ratios shall apply to uses or to types of uses similar to those listed below. In every case, these shall be the minimum requirements:

#### **OFF-STREET PARKING REQUIREMENTS**

<b>Use</b>	<b>Minimum Off-Street Parking Ratios</b>
Residential uses, including single family, two family, and multi-family	Two spaces per dwelling
Home Occupations	In addition to the spaces required for the dwelling, number of any spaces necessary to accommodate the proposed use
Hotel, Motel, Inn	One space per guest room, plus one space per employee, plus a number of spaces as required elsewhere herein for restaurants, assembly halls, and similar functions if provided on the premises

## OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Ratios
Animal Shelter	Two spaces plus one space per employee
Manufacturing, Wholesale Operations, Public Utility Buildings other than Business Offices, Warehouses and similar uses not normally visited by the general public	One space per employee, plus one space for each vehicle used in the operation
Assembly area without fixed seats, including sports fields, field house and similar uses	One space per 50 square feet of assembly or spectator area
Assembly area with fixed seats including auditoriums, places of worship, and similar uses including funeral parlors	One space per four seats
Bowling alleys	Four spaces per lane
Banks, Libraries, and Post Office	One space per 100 square feet of area devoted to public use, plus one space per employee
Business and Professional Offices, Office Buildings, Governmental Uses, Philanthropic Uses, Repair Shops, Research and Development Facilities, Light Manufacturing and Office of a Wholesale Operation including sales space	One space per 250 square feet of gross floor area
Clubs, Lodges and Association Buildings	One space per two memberships
Convalescent, Nursing or Rest Home, Hospital or Sanitarium	One space per three beds plus one space per employee, plus one space per two visiting staff members
Assisted Living Facility	Two spaces per unit plus additional spaces as required for additional uses, i.e., nursing home, community center, health services.
Medical and Dental Offices and Clinics	Four spaces per doctor, dentist and allied professional person
Veterinary	Three spaces per doctor plus one space per employee on the largest shift
Kennel	Two spaces plus one space per employee
Restaurants, Lounges and Function Rooms of Hotels or Clubs	One space per two seats, based on the legal seating capacity of the facility
Retail Stores or Service Shops, Printing Shop/Copy Center/ Word Processing Center	One space per 150 feet of gross floor area with a minimum of four spaces per establishment
Craft Shop or Art Studio	One space per 150 feet of gross floor area of the sales space
Bed and Breakfast	Two spaces, plus one additional space for each rooming unit
Day Care Center	One space per two employees
Recreational Use	One space per three seats of rated capacity or one space per four persons normally expected on the premises at the time of maximum use, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises

## OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Ratios
Educational Use	One space for each staff person plus one space for each five persons of rated capacity of the largest auditorium
Conference Center	One space per two seats in the largest assembly area, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises
Automobile Service Station, Repair or Storage Garage	Three spaces for each service bay plus one space for each employee on the largest shift
Car Sales	One space per 1,500 square feet of gross floor area of indoor and outdoor display area
<b><i>Building Trade</i></b>	<b><i>One space per 1,000 square feet of gross floor area or one space per employee on the largest shift, whichever is greater</i></b>
Landscaping Services, Landscaping Contractors	One space per each vehicle or trailer used in the operation and one space per three employees
Any other use; or any use involving a combination of functions similar to or listed herein	A number of spaces as determined by the Inspector of Buildings by application of the ratios above or most nearly similar to the above

Or take any other action relative thereto.

### Summary

*The proposed amendment would establish a definition for “Building Trade” and create a new “Building Trade” use category which would be allowed as-of-right in the Industrial-Commercial Zoning Districts and by Special Permit in the Business and Business-1 Zoning Districts. The proposed amendment would also establish parking requirements for the “Building Trade” use category of one space per 1,000 square feet of gross floor area or one space per employee on the largest shift, whichever is greater.*

### The Planning Board recommends (5-0).

The use categories in Section 4003 of the current Zoning Bylaw do not specifically allow for tradesmen type uses such as carpenters, welders, plumbers, electricians, roofers, painters, etc. However, these are uses which make sense in some of the designated Zoning Districts in town. As such, when these types of businesses seek to occupy an existing space or property, the Building Inspector is forced to combine two or more use categories to classify the proposed use accordingly. The current process is not streamlined, it is confusing, and often times creates parking requirements which are extremely onerous for the prospective business. The proposed amendment would create a use category specifically for tradesmen type uses including a specific definition for this type of use and associated reasonable parking requirements. This proposed change will make zoning enforcement and analysis of these types of businesses much easier for Town staff. Therefore, the Planning Board recommends.

### The Finance Committee recommends (5-0).

The Finance Committee supports the creation of a definition of Building Trade and the creation of a Building Trade use category with the associated parking and space usage.

**ARTICLE 40      ZONING BYLAW AMENDMENT - AMEND SECTION 4003(4)**  
**BUSINESS/INDUSTRIAL USES**

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 4003(4) Business/Industrial Uses, to adjust the permitted zoning districts for the “Landscaping Services” and “Landscaping Contractors” use categories by adding the following language in bold italics and deleting the language indicated by strikethroughs:

**4003(4) BUSINESS/INDUSTRIAL USES**

	<b>DISTRICTS</b>						
	<b><u>AR</u></b>	<b><u>R1</u></b>	<b><u>B</u></b>	<b><u>B1</u></b>	<b><u>OP</u></b>	<b><u>TC</u></b>	<b><u>IC</u></b>
Convalescent, nursing, or rest home	SP	SP	Y	Y	SP	Y	SP
Assisted Living Facility	N	N	Y	Y	SP	N	SP
Day care center	Y	Y	Y	Y	Y	Y	Y
Animal Shelter	N	N	N	N	N	N	SP <sup>13</sup>
Hospital, sanatorium, funeral home	N	N	Y	Y	SP	N	SP
Sports or athletic facility or full-sized public golf course	N	N	Y	Y	SP	N	SP
Club	N	N	Y	Y	SP	N	SP
Professional or business office	N	N	Y	Y	Y	Y	Y
Kennel	N	N	SP	SP	SP	SP	SP
Veterinary	N	N	Y	Y	Y	Y	SP
Research & Development	N	N	Y	Y	Y <sup>3</sup>	N	SP <sup>3</sup>
Bank	N	N	Y	Y	Y	Y <sup>4</sup>	Y
Hotel, motel, inn	N	N	Y	Y	Y	N	SP
Conference center	N	N	N	N	Y	N	SP
Restaurant	N	N	SP <sup>5</sup>	SP <sup>5</sup>	SP	SP <sup>5</sup>	SP
Fast-food restaurant	N	N	N	N	N	N	N
Service shops (salon, barber, dry cleaner)	N	N	Y	Y	SP	Y <sup>6</sup>	SP
Craft shop or art studio	N	N	Y	Y	SP	Y <sup>7</sup>	SP

(Continued on next page)

4003(4) BUSINESS/INDUSTRIAL USES

DISTRICTS

	<b><u>AR</u></b>	<b><u>R1</u></b>	<b><u>B</u></b>	<b><u>B1</u></b>	<b><u>OP</u></b>	<b><u>TC</u></b>	<b><u>IC</u></b>
Printing shop/Copy Shop/ Word Processing center	N	N	Y <sup>12</sup>	Y <sup>12</sup>	Y <sup>12</sup>	N	Y <sup>12</sup>
Retail stores containing more than 25,000 square feet gross floor area	N	N	N	N	N	N	N
Retail stores containing less than 25,000 square feet gross floor area	N	N	Y	Y	N <sup>18</sup>	Y <sup>8</sup>	N <sup>18</sup>
Adult Use	N	N	N	N	N	N	SP
Automobile service station	N	N	N	N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP
Self-storage facility	N	N	N	N	N	N	Y
Car Sales	N	N	SP	SP	SP	N	SP
Repair shop	N	N	Y	Y	SP	N	SP
Warehouse	N	N	N	N	N	N	Y <sup>9</sup>
Wholesale operations	N	N	Y <sup>9</sup>	Y <sup>9</sup>	SP <sup>9</sup>	N	Y <sup>9</sup>
Light Manufacturing	N	SP <sup>10</sup>	Y <sup>11,1</sup> <sub>2</sub>	Y <sup>11,1</sup> <sub>2</sub>	Y <sup>12</sup>	N	Y <sup>12</sup>
Manufacturing	N	N	N	Y <sup>11,1</sup> <sub>2</sub>	N	N	Y <sup>12</sup>
Building Trade	N	N	SP	SP	N	N	Y
Landscaping Services	<del>Y</del> <sup>19</sup> N	N	Y	Y	<del>SP</del> N	<del>Y</del> <sup>19</sup> N	Y
Landscaping Contractors	N	N	SP	SP	<del>SP</del> N	N	Y
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

FOOTNOTES

<sup>1</sup> See Section 5004.

<sup>2</sup> In accordance with Boxborough Earth Removal Bylaw.

<sup>3</sup> Provided that hazardous materials are not a primary part of the business.

<sup>4</sup> Drive-through windows or drive-through ATMs are prohibited.

<sup>5</sup> Hours of operation 6:00 a.m. to 11:00 p.m. only. Serving or use of disposable utensils, drive-through windows, or take out counters of any kind are expressly prohibited.

<sup>6</sup> No dry cleaning shall be done on the premises.

<sup>7</sup> Hours of operation 6:00 a.m. to 10:00 p.m. only.

<sup>8</sup> Hours of operation per footnote 7; all sale and display of merchandise to be within a building. Mixed-use buildings in the Town Center District shall have only retail on the ground floor. (See Section 2100 for definitions).

<sup>9</sup> Other than hazardous materials. This restriction includes liquid petroleum products, except for those petroleum products stored in an approved manner for on-site heating and refueling.

<sup>10</sup> Provided that five or fewer persons are employed therein.

<sup>11</sup> Provided the major portion of the goods produced is sold to the consumer on the premises by the producer.

<sup>12</sup> Provided that these operations do not use hazardous materials except as an incidental part of their business nor in quantities greater than would normally be used in 90 days, and in accordance with the existing state and federal regulations and the Federal Resource Conservation & Recovery Act. The operation shall provide adequate facilities for storage, containment and safety precautions for the hazardous materials used. Hazardous materials shall be disposed of off-site by a state-registered hazardous waste disposal contractor.

<sup>13</sup> Such use shall only be located in the Industrial/Commercial Zone District along Codman Hill Road.

<sup>14</sup> The conversion shall not be allowed where the proposed lot is less than 40,000 square feet in area, or where less than 600 square feet of floor space would be provided for each dwelling unit therein.

<sup>15</sup> Dwellings shall be permitted as accessory buildings only in the Agricultural-Residential, Residential 1, and Town Center Districts.

<sup>16</sup> See Section 5005.

<sup>17</sup> See Section 7200 Wireless Communication Facilities.

<sup>18</sup> Except retail stores customarily incidental and subordinate to the principal use of the premises.

<sup>19</sup> ~~Allowed only as a Home Occupation pursuant to Section 4102 & 4103.~~

Or take any other action relative thereto.

## Summary

*The proposed amendment would change the “Landscaping Services” and “Landscaping Contractors” use categories from being allowed only by Special Permit to not being allowed in the Office Park Zoning District. The proposed amendment also changes the “Landscaping Services” use category designation from a “Y” to an “N” in the Agricultural-Residential and Town Center Zoning Districts, and removes footnote 19 in its entirety from Section 4003 of the Zoning Bylaw. These administrative changes would make clear that the “Landscaping Services” use category is only allowed as a Home Occupation in these Zoning Districts. Sections 4102 and 4103 regarding Home Occupations would remain unchanged.*

## The Planning Board recommends (5-0).

In reviewing the potential implementation of the “Building Trade” use category, the Planning Board felt the Zoning Districts where the “Landscaping Services” and “Landscaping Contractors” use categories were permitted should be fairly consistent with the “Building Trade” use category. As such, the Planning Board found it appropriate to prohibit “Landscaping Services” and “Landscaping Contractors” uses in the Office Park Zoning District. To further clarify, the “Landscaping Services” use category is also allowed as a Home Occupation. The proposed amendment removes a redundant footnote, and makes Section 4003 of the Zoning Bylaw more clear and consistent with existing zoning enforcement practices. Therefore, the Planning Board recommends.

**The Finance Committee recommends (6-0).**

The Finance Committee supports the creation of a definition of Landscaping services and Landscaping Contractors to tie in with the Building Trade category.

**ARTICLE 41      ZONING BYLAW AMENDMENT - AMEND SECTION 6307 SIGNS PERMITTED  
IN BUSINESS DISTRICTS, OFFICE PARK DISTRICTS, AND INDUSTRIAL-  
COMMERCIAL DISTRICTS SHALL INCLUDE:**

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 6307 Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts shall include:, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

*6307 Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts shall include:*

- (1) One wall sign per street frontage for each business or industrial establishment within. The aggregate of all such wall signs shall not exceed ten percent of the surface area of the wall to which said sign or signs is (are) attached and no wall sign shall extend above or beyond its wall.
- (2) One directory of establishments occupying a building at each public entrance thereto, not exceeding one square foot per establishment.
- (3) Temporary freestanding or ground signs may be erected on the premises to identify any building under construction, its owner, architect, builders, or others associated with it, provided that such sign shall not exceed thirty-two (32) square feet in area per side and ten (10) feet in height. Such sign shall be removed within seven (7) days of issuance of an occupancy permit.
- (4) A temporary freestanding pole or ground sign not exceeding thirty-two (32) square feet per side advertising the sale, lease or rental of the premises; however such sign shall be removed within seven (7) days of the sale, lease or rental thereof.
- (5) One freestanding, ground sign or signs affixed to poles or other ground supports may be permitted on special permit by the Board of Appeals. Such sign shall not be placed so as to obstruct sight lines along the public way, and shall not exceed thirty-two (32) square feet in area per side nor ten (10) feet in height above mean sea level elevation of the undisturbed ground directly beneath it. If necessary, a sign may be placed at the discretion of the Board of Appeals to afford visibility, providing it does not obstruct sight distances, traffic flow or roadway maintenance.
- (6) Accessory signs on the premises not greater than six (6) square feet in size may be permitted by special permit by the Board of Appeals.***
- ~~(67)~~ Historical markers erected or placed by a bonafide historical association or a governmental agency.

Or take any other action relative thereto.



## Summary

*The current language in Section 6307 of the Boxborough Zoning Bylaw does not allow for accessory signage for wayfinding, deliveries, or other identification at properties within the Business, Business-1, Office Park, or Industrial-Commercial Zoning Districts. "Accessory Signs" are designated as a separate category in the Zoning Bylaw by definition, but only for the purposes of grandfathering, and are not otherwise referenced in the Zoning Bylaw. The proposed amendment would allow Applicants to apply for a discretionary Special Permit from the Zoning Board of Appeals to implement wayfinding, delivery, identification, and other accessory signage, no greater than six (6) square feet in size, at properties in the Business, Business-1, Office Park, and Industrial-Commercial Zoning Districts. The definition of "Accessory Sign" would not be adjusted and will continue to read as follows:*

*2102 Accessory Sign shall mean any sign that advertises or identifies the person or persons occupying the premises on which the sign is erected or maintained, or the business transacted thereon, or advertises the property itself or any part thereof as for sale or rent, or which gives directions or announcements with respect to the property or the use of the property, and contains no other matter.*

## **The Planning Board recommends (5-0).**

The Planning Board finds the proposed amendment will provide property owners and businesses with the opportunity to potentially implement accessory signage at businesses and office properties for wayfinding, delivery, identification, and other similar purposes. This issue arose in dealing with accessory signage requests at properties where there are multiple delivery doors for a variety of businesses. The Planning Board finds the proposed amendment provides an opportunity to businesses and property owners to avoid confusion, and the Special Permit requirement allows the Town to maintain a significant amount of control over the size, number, and location of signage on a property. Therefore, the Planning Board recommends.

## **The Finance Committee recommends (6-0).**

The Finance Committee recommends the change to the zoning bylaw to allow accessory signage. This will allow the businesses in Town to provide clear directions when required.

**ARTICLE 42      ZONING BYLAW AMENDMENT - ADD SECTION 7700 TEMPORARY  
MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw by adding the new Section 7700 Temporary Moratorium on Recreational Marijuana Establishments, that would provide as follows, and further to amend the Table of Contents to add Section 7700 Temporary Moratorium on Recreational Marijuana Establishments:

**7700    Temporary Moratorium on Recreational Marijuana Establishments**

*7701    Purpose*

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c.94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, begins to take effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018, and to begin accepting application for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

*7702    Definition*

"Recreational Marijuana Establishment" shall mean a "marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

*7703    Temporary Moratorium*

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Or take any other action relative thereto.

**Summary**

*Please see proposed Section 7701 Purpose above which is part of the proposed Temporary Moratorium on Recreational Marijuana Establishments Zoning Bylaw amendment. The moratorium would be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier.*

**The Planning Board recommends (5-0).**

The Planning Board recommends the Town hereby adopt a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. Therefore, the Planning Board recommends.

**The Finance Committee recommends (6-0).**

While the Finance Committee understands that there are potential short-term revenue impacts we support the moratorium at this time.

**ARTICLE 43      TRANSFER CARE, CUSTODY AND CONTROL OF COBLEIGH PARCEL TO  
CONSERVATION COMMISSION\*\***

(Two-thirds vote required)

To see if the Town will vote to transfer from the Board of Selectmen for general municipal purposes to the Conservation Commission for conservation and passive recreation purposes, the care, custody and control of that Town-owned parcel of land described in a deed recorded with the Southern Middlesex Registry of Deeds in Book 12938, Page 145, or take any other action relative thereto.

**Summary:**

*The Conservation Commission proposes that the Town transfer the existing Town-owned Cobleigh municipal land to the care, custody and control of the Conservation Commission such that this parcel is permanently protected as Conservation Land. The Cobleigh Land is almost entirely wetlands and cannot be developed for any practical use beyond that of conserved open space. The Commission intends to extend the existing trail network from the abutting Hager Land across the Cobleigh Land to connect to the nearby recently conserved Inches Woods Land. Designating the Cobleigh Land as "Conservation Land" is consistent with the intended use for recreation trails, the goals and objectives of the Town's Open Space and Recreation Plan, and Boxborough2030.*

**The Conservation Commission recommends.**

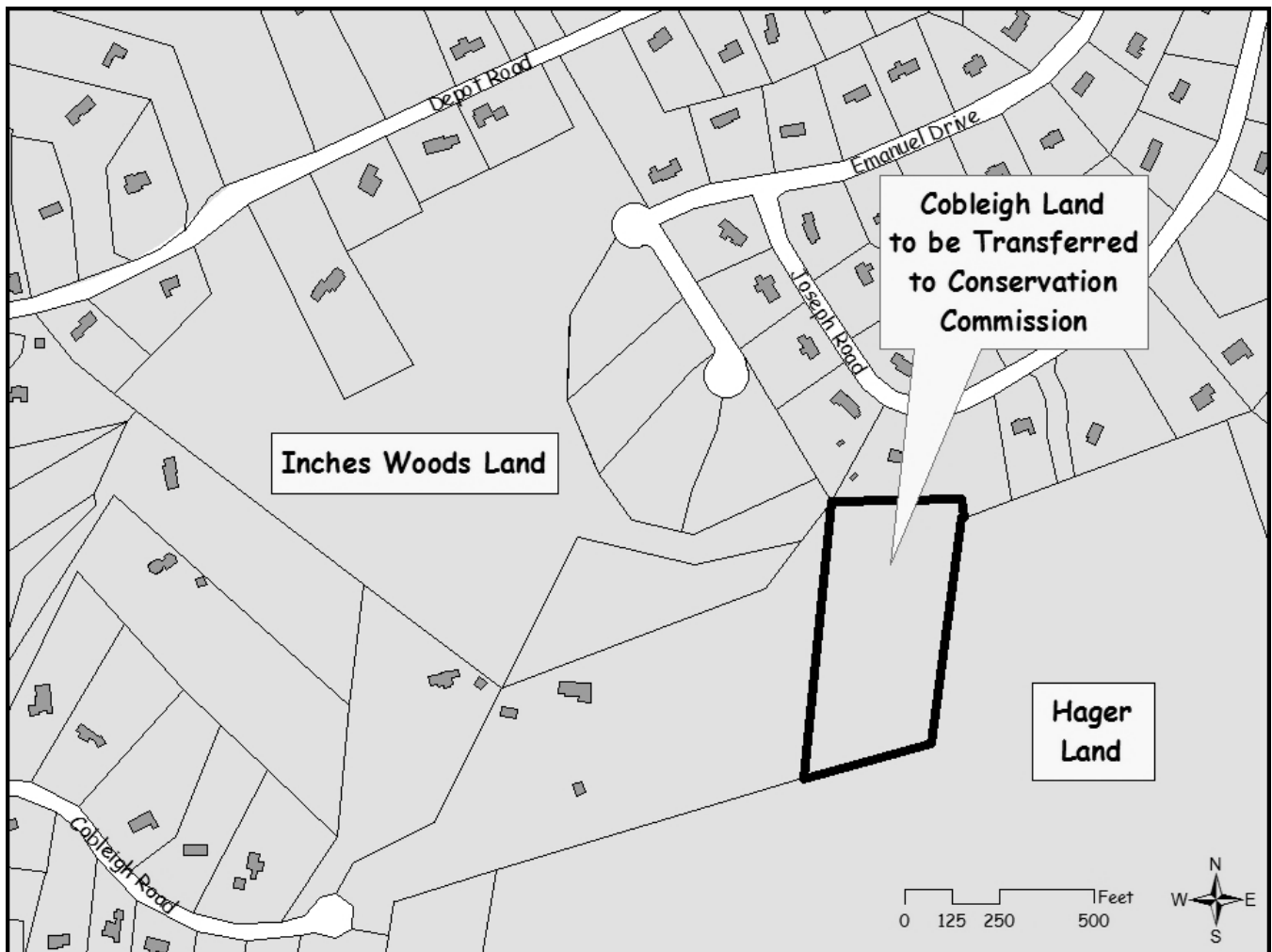
The proposed transfer to Conservation is consistent with the best use for this parcel.

**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article as there is no foreseeable municipal usage for this land.

## TRANSFER CARE, CUSTODY AND CONTROL OF COBLEIGH LAND



## **ARTICLE 44      CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws, or take any other action relative thereto.

### **The Board of Selectmen recommends unanimously (5-0).**

This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds are expended in a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and including from time to time the purchase of equipment instrumental in maintaining Town roads. The FY 18 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in Town.

### **The Finance Committee recommends (6-0).**

The Finance Committee recommends this article which allows the Town to accept and spend funds provided by the State for necessary paving projects in the Town.

## **ARTICLE 45      GENERAL BYLAW – REVOLVING FUNDS (AND EXPENSE LIMITS) \*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to amend the General Bylaws by inserting a new bylaw establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

### **Departmental Revolving Funds**

Section 1. There are hereby established in the Town of Boxborough pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds:

<b>Revolving Fund</b>	<b>Use of Fund</b>	<b>Authority to Spend Fund</b>	<b>Revenue Source</b>
GIS Assessor Maps	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees
Conservation Commission	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw
Community Gardens	Management & care of Community Gardens	Agricultural Commission, by majority vote	Rental of plots
Fire Alarm System Maintenance	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	Fire Chief	Annual fire alarm service fees
Plumbing & Gas Inspection	To pay the Plumbing/Gas Inspector for inspections conducted by him	Building Inspector	Plumbing/gas inspection fees
Electrical Inspection	To pay Electrical Inspector for inspections conducted by him	Building Inspector	Electrical inspection fees
Animal Control	To pay a portion of the wages, benefits and expenses directly attributable to the provision of animal control services; report to receiving towns on services provided per IMA	Police Chief	Receipts for animal control services performed by the Animal Control Officer – Dogs and Cats, pursuant to Inter-municipal Agreement(s)

<b>Revolving Fund</b>	<b>Use of Fund</b>	<b>Authority to Spend Fund</b>	<b>Revenue Source</b>
Council on Aging Programs	To pay expenses attributable to general programs sponsored by the Council on Aging	Council on Aging & Coordinator	Council on Aging general programs fees
Senior Van	To defray expenses associated with the operations of the senior van; reported to Council on Aging via CoA Coordinator	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)
Library Fines	To defray costs of library material acquisitions/ services; reported to Library Trustees	Library Director	Library fees, fines & penalties
Library Photocopier	To pay expenses attributable to the copy machine (e.g., copier supplies and maintenance)	Library Director	Fees from Sargent Memorial Library copy machine use
Field Permitting	Management and care of fields and permit administration	Town Administrator	Field permitting fees
Recreation Programs	To pay expenses attributable to general programs sponsored by the Recreation Committee	Town Administrator	Recreation program fees
Steele Farm	To defray related expenses of the Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees

Section 2. Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, §53E½.

And further, to set FY 2018 spending limits for such revolving funds as follows:

<b>Revolving Fund</b>	<b>FY 2018 Spending Limit</b>
GIS Assessor Maps	\$5,000
Conservation Commission	\$20,000
Community Gardens	\$2,000
Fire Alarm System Maintenance	\$10,000
Plumbing & Gas Inspection	\$100,000
Electrical Inspection	\$150,000
Animal Control	\$60,000
Council on Aging Programs	\$25,000
Senior Van	\$32,000
Library Fines	\$10,000
Library Photocopier	\$2,500
Field Permitting	\$10,000
Recreation Programs	\$5,000
Steele Farm	\$10,000

or take any other action relative thereto.



## **Summary**

*Revolving funds must now be established by bylaw or ordinance, and the expenditure limits must be established annually and prior to July 1. The Municipal Modernization Act eliminates the per board and total limitations on the size of such funds.*

*No new revolving funds are being sought.*

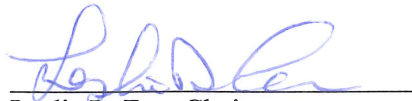
**The Board of Selectmen recommends unanimously (5-0).**

**The Finance Committee recommends (6-0).**

The Finance Committee recommends this article which will enable the Town to correctly maintain and manage its revolving funds. Recently modified Massachusetts law, specifically M.G.L. c.44, §53E½, as amended effective November 7, 2016, now specifically requires the Town to enact either a bylaw or ordinance for its revolving funds, and requires expenditure limits for funds to be set annually prior to the start of each fiscal year. This article will not create any new revolving funds but will allow the Town to continue the lawful operation of its existing funds, which have proved to be useful financial tools.

You are required to serve this Annual Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

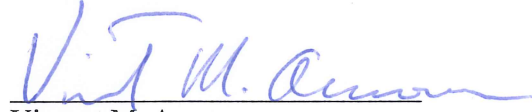
Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 21, 2017.



Leslie R. Fox, Chairman  
Board of Selectmen



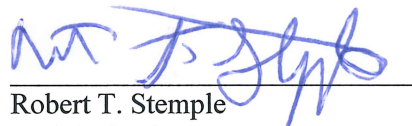
Susan M. Bak, Clerk  
Board of Selectmen



Vincent M. Amoroso  
Board of Selectmen



Richard M. Barrett  
Board of Selectmen



Robert T. Stemple  
Board of Selectmen

## REPORT OF THE FINANCE COMMITTEE

### 2017 Annual Town Meeting Warrant

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Boxborough's Finance Committee is comprised of up to nine members appointed by the Moderator for individual three-year terms. We are tasked by town bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." We are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the operating budget at the Annual Town Meeting (ATM) in May. Finally, the Finance Committee seeks to communicate to the voters the key financial and operating issues within town government so as to develop informed debate at town meetings and in other forums.

#### Overall Town Finances

The overall financial position of the Town is strong. Boxborough has continued to maintain a AAA bond rating due to high reserves (\$3 million at fiscal year end June 30, 2016) and other favorable budgetary, debt and financial management metrics as measured by Standard & Poor's. Nevertheless, the Finance Committee and other Town officials continue to work on maintaining the current level of Town services to the community while also controlling spending in order to minimize increases to the property tax rate.

#### Fiscal Year 2018 Operating Budget

The proposed FY18 operating budget of \$20,324,592 increases spending over FY17 by \$683,831, or 3.5%. The primary budget drivers in FY18 are as follows:

**Table 1: FY18 Operating Budget Drivers**

<b>Department</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Education (a)	\$107,237	0.9%
Salaries + Benefits (b)	\$380,505	7.1%
Legal Fees (c)	\$19,100	39.4%
Debt Service (d)	\$143,557	12.8%
All Other (Net)	\$33,432	0.2%

a) **School Assessments.** School expenses (ABRSD, Minuteman & Assabet) total \$107,237, or 0.92% of the total increase. Impacting our ABRSD assessment increase of \$90K, or 0.8%, are higher contractual salary and benefits, including OPEB, and an increase in budgeted Capital outlay coupled with relatively flat state aid. The percentage of regional students attending from Boxborough increased slightly from 14.9% on October 1, 2014 to 15.15% on October 1, 2016, placing the three-year rolling average at 15.09%. Additionally, a cost shift for the

RJGrey Minuteman program was added to the ABRSD assessment rather than through the Minuteman assessment. Also it is important to note that under the expanded regional school agreement, cost savings are shifted to Acton from Boxborough in fiscal years 2015-2019. The cost shift in FY18 is projected at ~ \$1.2 million.

FY18 is Boxborough's first year sending students for Vocational Education as an out-of-district town. We have several students continuing at Minuteman as well as several more applying at both Minuteman and Assabet Valley Regional. There were no applications to Nashoba, though students were made aware of the option. The Minuteman Regional School District assessment includes only a contractual portion of debt. However, increased enrollment plus transportation costs as an out-of-district town have still decreased overall the total budget by \$32K, or 16%. This cost savings is offset with one student exercising the additional option of attending Assabet which makes a total Vocational expense increase of \$20K with total 7 students versus 5 in FY17. This increase is also balanced with a renewed State reimbursement of almost \$15K.

- b) **Salaries & Benefits.** Higher "net" salaries reflect scheduled step (2.5%) and CPI increases (1.5%). Also included in this category are higher contractual pension and health insurance costs. Total health insurance costs are increasing due to plan increases of 8.4 to 13.4% and increased enrollment through annual open enrollment and qualifying events during the plan year. The town pays 75% of the cost of health insurance and town employees pay the remaining 25%.
- c) **Legal Fees.** Every three years, the town re-negotiates three collective bargaining agreements. Past experience has indicated that the efforts of Town Counsel have greatly assisted in the process.
- d) **Debt Service.** In FY17, long-term borrowing was completed for \$2 million, a combination of appropriations at ATMs 2015 and 2016. During that process, the Town re-funded outstanding debt in order to reduce the interest rates for the remainder of those borrowings. This generated an additional \$17K to be used to pay down the first year of those re-funded notes. FY18 is the last payment on the School Building bond and the annual debt service

## Report of the Finance Committee

### Page 2

will then drop almost 35%. Potential future debt expenses under consideration include ABRSD School Capital Improvements and a new Fire Department/DPW facility along with Police renovations.

As shown in Table 2 below, the Total Operating Budget (\$20,324,592) plus proposed warrant and CPA articles and overlay reserve (\$1,912,880) is \$22,237,472, up 4.4% over last year.

<b>Table 2: FY18 Operating Budget Summary by Function *</b>			
<b>Function</b>	<b>FY 17 Budget</b>	<b>FY 18 Proposed</b>	<b>% Change</b>
Town Government	\$947,699	\$982,651	3.7%
Protection	\$2,564,974	\$2,649,730	3.3%
Education	\$11,700,640	\$11,807,877	0.9%
Public Works	\$1,061,949	\$1,086,002	2.3%
Health Services	\$128,171	\$130,986	2.2%
Library, Culture & Recreation	\$422,222	\$425,685	0.8%
Debt Service	\$1,122,858	\$1,266,415	12.8%
Employee Benefits	\$1,507,248	\$1,790,246	18.8%
Reserve Fund	\$185,000	\$185,000	--
<b>TOTAL OPERATING BUDGET</b>	<b>\$19,640,761</b>	<b>\$20,324,592</b>	<b>3.5%</b>
ATM warrant articles within 2 1/2	\$1,226,357	\$1,588,180	29.5%
ATM CPA warrant articles	\$204,020	\$99,700	-51.1%
Overlay Reserve *	\$226,942	\$225,000	-0.9%
<b>TOTAL BUDGET **</b>	<b>\$21,298,080</b>	<b>\$22,237,472</b>	<b>4.4%</b>

\* Best estimate, not determined as of this report

\*\* Includes all warrant articles

Proposed warrant articles total just under \$1.6 million, excluding Community Preservation Act (CPA) funded items. Key items are the purchase of two new trucks for the DPW at \$270K, a request to supplement Chapter 90 funds with an additional \$300K to get ahead of road repair and paving issues, additional parking lot paving, radio equipment and IT upgrades town-wide. It is also anticipated that additional paving funds will be requested over the next few years to eliminate the backlog of roads to be paved in the town.

### Fiscal Year 2018 Revenues

The sources of funds available to Boxborough are limited to the following categories, with the following estimated amounts for FY18.

<b>Table 3: FY18 Estimated Revenues and Funding Sources *</b>			
<b>Function</b>	<b>FY 17 Budget</b>	<b>FY 18 Proposed</b>	<b>% Change</b>
Property Tax Levy	\$17,717,337	\$18,470,736	4.3%
Net State Aid (less Cherry Sheet assessments)	\$475,366	\$484,096	1.8%
Local Receipts (Excise tax, permits, etc)	\$1,325,000	\$1,340,000	1.1%
Free Cash - Operating Budget	\$350,000	\$250,000	-28.6%
Free Cash - Warrant Articles	\$231,640	\$469,940	102.9%
Stabilization Fund - Warrant Articles	\$62,500	\$0	-100.0%
CPA Funds	\$204,020	\$99,700	-51.1%
Other**	\$120,717	\$113,000	-6.4%
Bonding - Warrant Articles	\$811,500	\$1,010,000	24.5%
<b>TOTAL REVENUES</b>	<b>\$21,298,080</b>	<b>\$22,237,472</b>	<b>4.4%</b>

\* Estimated at Time of Writing

\*\* includes Cable Funds, Unexpended Bond Proceeds

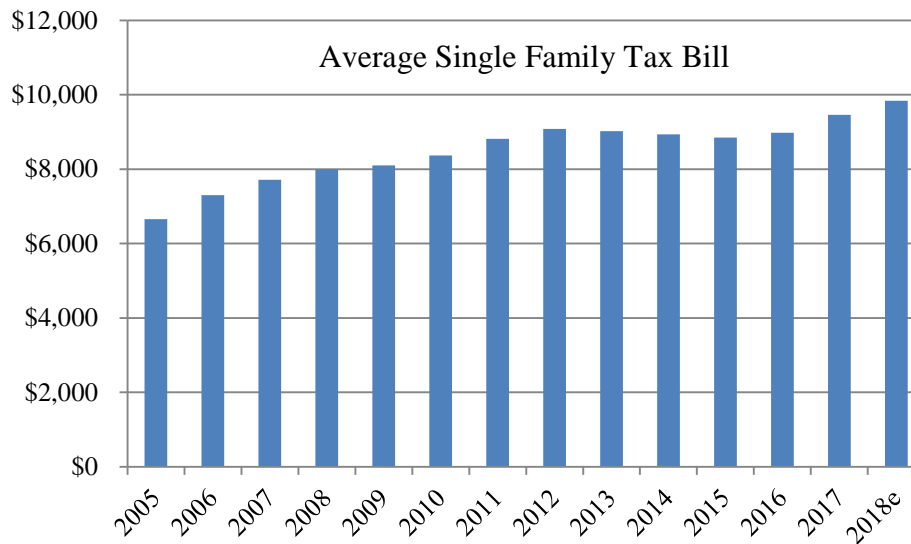
## Report of the Finance Committee

### Page 3

The following table shows the currently estimated values of tax levy, tax rate, and average tax bill for the single-family home having a valuation of approximately \$563K.

<b>Table 4: FY18 Property Tax Forecast</b>				
	<b><u>FY12 Actual</u></b>	<b><u>FY16 Actual</u></b>	<b><u>FY17 Actual</u></b>	<b><u>FY18 Estimated</u></b>
Property Tax Levy	\$16,874,931	\$16,656,156	\$17,717,337	\$18,470,736
Divided by Total Valuation	\$944,316,252	\$1,018,102,106	\$1,053,976,024	\$1,056,976,024
= Tax Rate (per thousand)	\$17.87	\$16.36	\$16.81	\$17.48
Avg Single-Family Home Valuation	\$508,136	\$548,990	\$563,020	\$563,020
Avg Single-Family Tax Bill	\$9,080	\$8,981	\$9,464	\$9,842
% Change from prior year	3.0%	1.5%	5.4%	4.0%
Cumulative % Change from FY12		-1.0%	4.3%	8.3%

The projected average single family tax bill of \$9,842 represents a 4% increase over FY17



## Report of the Finance Committee

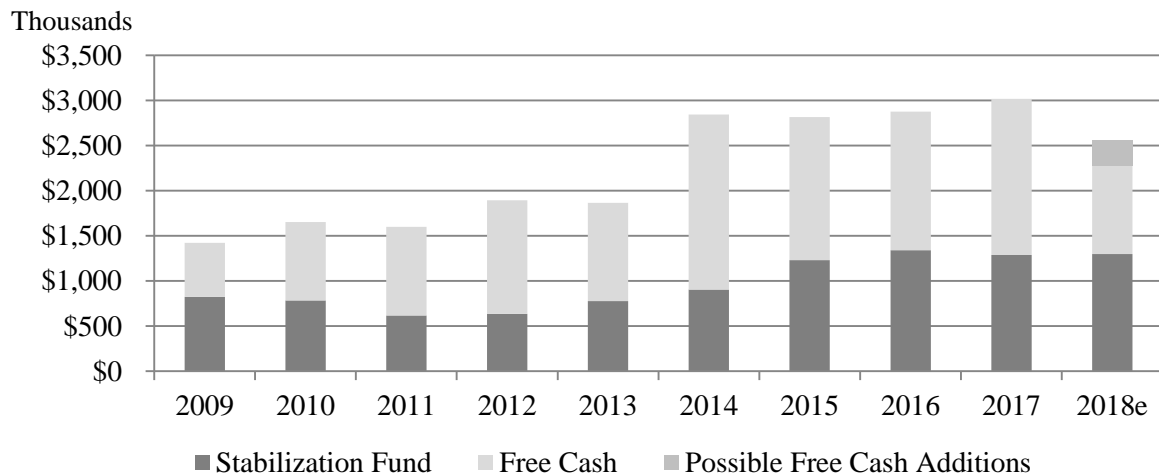
### Page 4

#### Town Cash Reserves

As noted above in the Revenues summary (Table 3), we are proposing to utilize \$719,940 of our free cash reserves to partially fund warrant articles and reduce the tax rate. A conscious decision to not use or add to the Stabilization fund was agreed upon by both the Finance Committee and the Board of Selectmen.

Table 5: FY18 Available Funds				
<u>Sources of Funds</u>	<u>Prior to ATM</u>	<u>After ATM</u>	<u>\$ Change</u>	<u>% Operating Budget Remaining</u>
Stabilization Fund	1,300,750	1,300,750	0	6.4%
Free Cash	1,695,655	975,715	(719,940)	4.8%
Total	2,996,405	2,276,465	(719,940)	11.2%

Historical Liquidity trend is shown below:



Notwithstanding this significant use of free cash, the Town's liquidity position remains adequate. It is worth noting that the Town has averaged ~ \$270,000 in turn back to free cash over the past five years which is estimated in the figures above.

## Report of the Finance Committee

### Page 5

In addition to the operating budget issues outlined above, voters should be aware that there are \$1,588,180 “money” articles on the Annual Town Meeting warrant, over and above the operating budget requested in **Article 5** and **CPA articles totaling \$99,700**. This year, all warrant articles are anticipated to be paid out of Free Cash, Borrowing, Cable Funds, and CPA funds (One article to be added to the budget/tax rate). A brief description of these articles, dollar amounts requested, and proposed sources of funding are shown on the following table:

<b>Table 6: Proposed Warrant Article Expenditures and Sources of Funds</b>					
<b>Article</b>	<b>Description</b>	<b>Amount (\$000)</b>	<b>Source</b>	<b>Tax Impact (per thousand)</b>	<b>Tax Impact (ASF)</b>
5	Town Operating Budget	\$250	Free Cash	\$0.24	\$133.16
8	CPA - Reserves	\$5	CPA	\$0.00	\$2.66
9	CPA - Open Space / Recreation	\$5	CPA	\$0.00	\$2.66
10	CPA - Housing	\$41	CPA	\$0.04	\$21.67
11	CPA - Historic Resources	\$19	CPA	\$0.02	\$10.13
12	CPA - Historic Resources	\$30	CPA	\$0.03	\$15.98
13	Transfer to OPEB	\$63	Free Cash	\$0.06	\$33.29
15	Community Ctr Lease	\$12	Tax Rate	\$0.01	\$6.52
16	Cable	\$96	Cable	\$0.09	\$51.13
17	Prior Year Bills	\$0	Free Cash	\$0.00	\$0.00
18	Veteran's Memorial Design	\$10	Free Cash	\$0.01	\$5.33
19	Snow & Ice Deficit	\$55	Free Cash	\$0.05	\$29.30
20	Town Hall Equipment/Repairs	\$15	Free Cash	\$0.01	\$7.99
21	IT WiFi	\$6	Free Cash	\$0.01	\$2.98
22	Police Building Repairs	\$50	Free Cash	\$0.05	\$26.37
23	Police Equipment	\$14	Free Cash	\$0.01	\$7.19
24	Fire Tablet	\$6	Free Cash	\$0.01	\$3.20
25	DPW Dumpsters	\$10	Free Cash	\$0.01	\$5.54
26	Town Hall Exterior Paint	\$10	Free Cash	\$0.01	\$5.33
27	Cemetery Stone Wall	\$15	Free Cash	\$0.01	\$7.99
28	Library Carpeting	\$95	Borrowing	\$0.09	\$50.60
29	IT Upgrades & Access Control	\$91	Free Cash	\$0.09	\$48.68
30	Police Parking Lot/Landscape	\$85	Borrowing	\$0.08	\$45.28
31	Fire Parking Lot	\$90	Borrowing	\$0.09	\$47.94
32	Fire Radios	\$126	26 FC/100 Borrowing	\$0.12	\$67.11
33	DPW Equipment	\$340	Borrowing	\$0.32	\$181.10
34	DPW Road Paving	\$300	Borrowing	\$0.28	\$159.80
35	DPW Roof	\$50	Free Cash	\$0.05	\$26.63
36	MS4 Consulting	\$50	Free Cash	\$0.05	\$26.63
	Total	\$1,888			

**Capital Plan Summary**

The capital planning summary below will provide Boxborough citizens with a glimpse of potential future capital expenditures for equipment and infrastructure improvements in the near-term (5 years). Enhancements have been made to the plan this year to help visualize and understand where expenses have occurred in the past and where they might be prioritized in the future. The plan will be reviewed and updated annually in conjunction with the Town's debt schedule, and will provide an essential tool to guide Town Meeting in future planning and decision making. It is intended to make citizens aware of the essential projects that may need to be deferred due to financial constraints. At May's Annual Town Meeting, the Finance Committee will provide a brief presentation and further detail about the components of the plan. The presentation will be available on the Town's website after Town Meeting.

**Table 7: Capital Plan Forecasted FYE June 30,**

<u>Department</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>5 Year Total</u>
Public Works	\$710,400	\$430,000	\$659,000	\$559,500	\$414,000	\$2,772,900
Fire	\$232,000	\$120,000	\$275,000	\$70,000	\$828,000	\$1,525,000
Police	\$218,000	\$47,500	\$95,000	\$94,500	\$43,000	\$498,000
Steele Farm	\$160,000	\$5,000	\$0	\$5,000	\$0	\$170,000
Town Wide	\$136,435	\$36,465	\$30,955	\$52,905	\$19,525	\$276,285
Library	\$113,000	\$136,000	\$17,500	\$0	\$0	\$266,500
Town Hall	\$87,500	\$54,000	\$15,000	\$15,000	\$68,000	\$239,500
Cemeteries	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Historical Museum	\$0	\$0	\$0	\$0	\$18,000	\$18,000
Education	\$0	\$0	\$0	\$0	\$0	\$0
<b>Grand Total</b>	<b>\$1,677,335</b>	<b>\$828,965</b>	<b>\$1,092,455</b>	<b>\$796,905</b>	<b>\$1,390,525</b>	<b>\$5,786,185</b>

\* Public Works includes \$300,000 in annual paving from 2018-2022

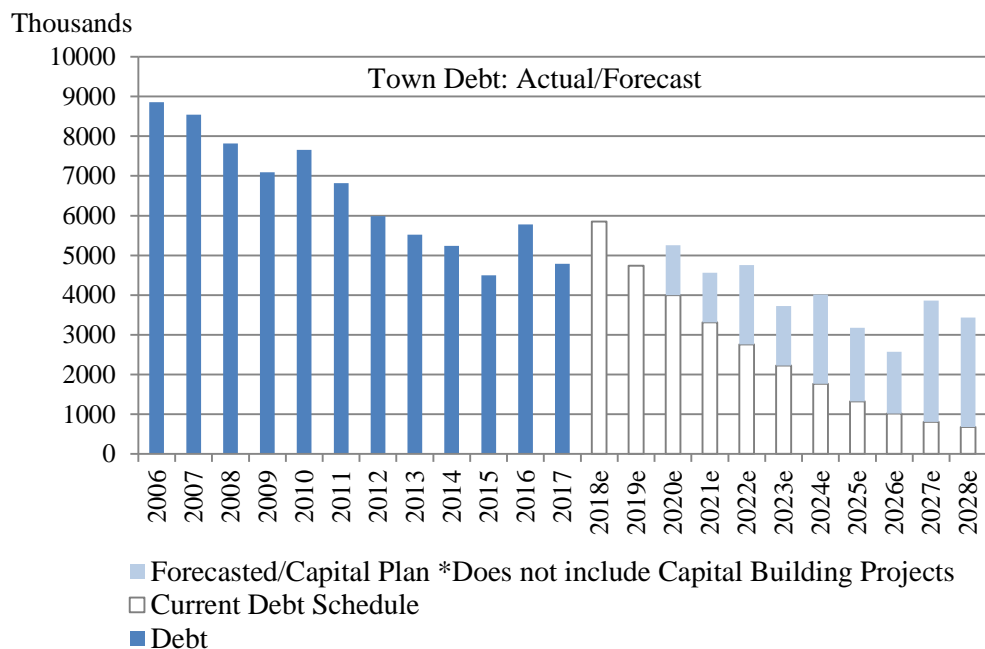
\*\* Public Works includes Transfer Station

\*\*\* Above figures do not include anticipated capital costs for proposed Public Safety Building or for refurbishment for ABRSD



### Town Debt

As the chart below indicates, long term debt outstanding has increased from the FY15 low point of \$4.5 million due to warrant article debt funding. Projected debt levels are based on current amortization schedules plus a new bond issue in FY19.



#### General Financial Policies

Policies adopted by the Finance Committee in recent years continue to guide the budget process. It may help the voters' decision-making process to understand these policies as they review the town's operating budget and warrant articles prior to the 2017 Annual Town Meeting. These policy guidelines address three broad areas of municipal finance: the General Fund, Capital Planning, and Debt Management.

##### General Fund

- Current operating expenses should be paid with current operating revenues, and a prudent use of free cash.
- Free cash should be maintained at 3% – 5% of total expenses.
- Free cash in excess of policy should be reserved for emergency expenses or added to the Stabilization Fund for future capital projects.
- In each annual budget, at least 2% of revenues should be allocated to current capital expenses or to the Stabilization Fund.
- In each annual budget, 20% of the property taxes from new growth should be allocated to current capital expenses or to the Stabilization Fund. We have not followed this policy in the last few years, but it continues to be monitored.
- Fees and user charges should be reviewed annually in relation to the cost of providing the service.
- New positions in the town should be added to the warrant as an article in the first year and then will be added to the operating budgets in following years.
- The Finance Committee made an effort to keep all non-salary expenses flat in the FY18 budget.

##### Capital Planning

- Both the incremental operating costs and debt service costs for any proposed capital project must be considered before any approval is granted.
- FY16 started a new capital planning process and will continue each year ad infinitum.
- The warrant will include a 5-year rolling plan for projected capital needs.
- The capital forecast shows the projected item and the year in which the item is planned to be purchased. This forecast will change on an annual basis and will not reflect all the unplanned projects that arise on future warrant articles.

##### Debt Management

- Debt service should not exceed 10% of revenues.

The Finance Committee expects that these policies, together with a robust long term planning effort encompassing operating budgets, capital improvements, and town land resources, will serve to guide the budget process in years to come.

#### Conclusions

The most important thing that voters can do at this time of the year is to familiarize themselves with the financial situation of the Town, by reviewing the information presented here and in the Article 5 description. Whatever the outcome of votes on specific budgetary lines, the Finance Committee wishes that the discussion be well informed and wide-ranging. It is you the voter who can determine the future prospects for the town by careful consideration of the Town Meeting Warrant Articles.

**Appendix**

Voters must keep in mind several definitions and issues that must be observed in approving a budget.

- Levy Limit – The maximum the tax levy can be in any given year, based upon the previous year's limit plus certain allowable increases. This value is generally a good deal less than 2.5% of the Town's full and fair cash value.
- Maximum Allowable Levy – The sum of the Levy Limit for any given year plus the amount of debt service that has been excluded from the provisions of Proposition 2 1/2 by prior Town Meeting and election/ballot actions.
- Levy Ceiling – The maximum value that the Levy Limit can be, equal to 2.5% of the Town's total full and fair cash value of all real and personal property in the community.
- General Levy Limit Override – Proposition 2 1/2 allows a community to assess taxes in excess of the automatic annual 2.5% increase by authorizing a general override for a specific dollar amount in excess of the normal limits. When passed, the Levy Limit for an override is calculated by adding the amount of the override to the normally increased Levy Limit. The override amount becomes a permanent increase in the Levy Limit of the Town.
- Debt Exclusion – Proposition 2 1/2 allows communities to exempt certain debt service costs from the normal Levy Limit constraints, adding the amount of such debt service costs to the normally calculated Levy Limit for the life of the debt. Debt exclusion does not become a permanent increase to the Town's Levy Limit.
- Capital Outlay Exclusion – This exclusion from the provisions of Proposition 2 1/2 allows communities to add the costs of approved capital projects to the normally calculated Levy Limit. Such capital outlay exclusion does not become a permanent addition to the Town's Levy Limit.



## **TOWN OF BOXBOROUGH TOWN MEETING: A GUIDE FOR RESIDENTS**

*On behalf of all the elected and appointed officials of the Town of Boxborough:*

**WELCOME TO TOWN MEETING.**

*This is your chance to make your voice heard and make your vote count.*

**Remember: YOU Are the Town Government.**

### **What is Town Meeting?**

Town Meeting is the foundation of Town Government, the purest form of direct democracy and fiscal responsibility. While the elected officials and appointed department heads supervise the day-to-day running of the town and schools, their authority extends only to managing employees and administering the expenditures that have already been voted by Town Meeting.

Boxborough has an Open Town Meeting form of government where each resident has the right to be heard in a respectful and civil fashion and each registered voter has the right to have their vote count. Open Town Meeting government is the best insurer of liberty by giving the primary power to the citizens. Attendance at Boxborough's Town Meetings runs around 150 to 200 voters out of approximately 3,000, while 200 legislators in the State House and Senate represent 6 million Massachusetts residents.

During a typical Town Meeting, voters approve the town's annual and supplemental budgets for schools and general government, vote on additional capital expenditures for equipment or buildings, authorize changes to zoning, land, or other town bylaws, approve compensation for employees and elected officials, acquire roads or parcels of land, and more.

Most of the money the town spends is generated from the local property tax. (Some comes from state aid or special funds.) Each spending decision made by Town Meeting has a direct effect on each voter's tax bill and on the quality of service the town provides for schools, highways, police and fire protection, conservation, recreation, library, etc. Town Meeting is the official convening of a legally constituted legislative body with power to make laws, levy taxes, and authorize expenditures.

### **What is the Warrant?**

The warrant is the agenda for Town Meeting. Town Meeting does not come to an end until all the agenda items on the warrant articles have been decided: approved, defeated or no action deliberately taken. Only those articles of business that have been included in the warrant may be legally acted upon at Town Meeting. Warrants can vary in length, and the amount of debate on a given article can vary widely. No one can predict how many nights it will take to complete the business of any given Town Meeting, so this is a form of government that requires dedication by the citizens to see it to completion.

### **What about the Election?**

Although it is held at a separate place and time, at Town Hall on the third Tuesday in May, the election is part of Annual Town Meeting. Town officials are elected, and debt exclusion or tax overrides are also decided by election ballot. A debt exclusion exempts from the Prop. 2 1/2 limits the amounts borrowed for the duration of the loan; a capital outlay exclusion exempts the amount for a specific item, while an operating override raises the tax cap permanently. Some Town Meeting expenditures require both an affirmative vote at Town Meeting as well as the passage of a ballot question.

### **Who Participates in Town Meeting?**

**Voters:** Every registered voter in town is a legislator, with full power to participate in budgeting, allocation of funds and law-making. At Town Meeting the job of the voter is to listen, to ask questions, to offer arguments for or against a question, and to vote to decide each article on the warrant. Anyone who is not a registered voter of the Town of Boxborough is welcome to attend Town Meeting, but may not vote, and can address Town Meeting only with permission. Non-registered voters sit in their own section of the hall.

**Moderator:** The elected official who presides over Town Meeting and is responsible for its conduct consistent with bylaws and the parliamentary procedures defined in Town Meeting Time. [Town Meeting Time is a handbook of parliamentary law that is published by the Massachusetts Moderators Association and used by the vast preponderance of Massachusetts town meetings.] The Moderator has broad authority to accept parliamentary motions, regulate debate, and rule speakers in or out of order.

**Town Clerk:** The Town Clerk is the elected official responsible for maintaining town records, conducting elections, and recording the votes and actions taken at Town Meeting.

**Town Counsel:** A representative from KP | LAW, the firm providing legal services to the town, attends Town Meeting to offer advice as to the legality of proposed actions the town may be considering.

**Finance Committee:** This branch of town government is a standing committee appointed by the Moderator. They have authority to consider all municipal questions and make reports or recommendations to Town Meeting. The Finance Committee reviews every line item in each department's budget, and submits the total budget. They recommend for or against each article on the warrant, based on their calculation of its impact on the tax rate, the town's financial position, and the spending priorities of the town. Their report is included with the Annual Town Meeting warrant. Each member of the Committee can speak and vote independently as a citizen.

**Board of Selectmen:** The Selectmen have an important role before Town Meeting occurs. They prepare the warrant, obtain legal opinions where needed, make recommendations on specific articles, collect recommendations from other boards and committees, and cause the warrant to be mailed. At Town Meeting itself, their role is the same as other boards and committees. They will often make the main motion under an article, offer information, particularly through their appointed standing or ad hoc committees, or answer questions. Each member of the board can speak and vote independently as a citizen.

**Boards and Committees:** These elected and appointed boards have jurisdiction over various areas including schools, planning, zoning, conservation, recreation, library, and elder affairs. Their representatives will often offer the main motion on an article, give special presentations, or supply information on articles being considered. Each member of a board or committee can speak and vote independently as a citizen.

**Petitioners:** Any ten voters have the right to petition the Board of Selectmen to put an article on the Annual Town Meeting warrant. This number increases to one hundred for a scheduled Special Town Meeting and to two hundred to petition the Board to call a Special Town Meeting. These petitioners will often offer the main motion on their article, give a presentation if desired, or supply information on the article. An article submitted by petition has the same status as other articles on the warrant. To insure the best possible outcome, petitioners should contact the Town Administrator, Town Moderator, and other impacted Town officials as far in advance of Town Meeting as possible to discuss article language and process.

### **What Happens at Town Meeting?**

Articles are usually considered in the order in which they appear on the warrant. An article may be taken out of order by majority vote. Each article is taken up in a similar way.

**Motion:** First the Moderator asks for a motion concerning the article, and a motion is made, generally by the person who put the article on the warrant, recommending action to be taken with regard to the article. The motion is then seconded. Voters should listen closely to the motion as stated since the vote and debate is on the motion which may be slightly different than the article as printed in the warrant. The mover then takes the floor and offers background on the article and reasons that it should be passed. The Moderator then asks for the recommendations on the article which are provided by the Finance Committee and other reporting committees.

**Debate:** Following the recommendations, debate is open. Voters must be recognized by the Moderator and clearly state their name and address before speaking. In most cases speakers are recognized using "alternating microphones" which may be labeled "yes" and "no". Any registered voter may speak to an article, ask questions, voice comments or criticism, or offer information. With one exception, all speakers must be at microphones and cannot be interrupted by others. Remarks must be limited to the content of the article and be civil and respectful to others at the meeting. The mover remains available to answer questions but can also participate on the same basis as any other voter. Non-voters can speak with the permission of the Moderator. Technically all comments are directed to the Town Meeting through the Moderator but this is observed more in the breach than reality in Boxborough. The only exception to interrupting a speaker or being recognized by the Moderator from the floor is for a voter to stand and raise a "point of order".

Open and full debate is the hallmark of the New England Town Meeting. Most Massachusetts town meetings have formal or informal restrictions on how long and how often voters can speak on any article. Boxborough's limitations are 10 minutes for a presenter and 3 minutes for a speaker. Brevity is a virtue and voters are encouraged to add new points to the debate rather than repeat what others have said. New speakers and new points of view are always encouraged. [Sometimes being over-long or repetitious can actually hurt a speaker's case.] When no more debate is offered, or debate is ended by "Moving the Previous Question", a vote is taken.

**Voting:** Most articles are decided by a simple majority. Some votes carry higher requirements, for example zoning bylaw changes need a two-thirds majority. Decisions can be made by a voice vote, a show of hands, or having voters stand while they are counted by tellers. Very infrequently, votes are taken by paper ballot. The Moderator declares the outcome of a voice and/or show of hands vote. If seven (7) people question the outcome, then a count by tellers will be made.

**Amendments:** Amendments can be offered to any article being debated. To offer an amendment, a voter needs to give the text to the Town Clerk in writing on a special form before the amendment is made. The Moderator will then recognize the mover of the amendment, and the amendment will be debated and voted up or down before returning to debate on the article as a whole. “Amendments to amendments” are not allowed except for clarification. Further information regarding amendments may be found on the *Town of Boxborough Amendment Work Sheet*.

**Consent Agenda:** Articles on the Consent Agenda are exceptions to the general process of Town Meeting. In every Town Meeting warrant the Selectmen, in consultation with Town Counsel, the Moderator and the Finance Committee, identify those articles they feel should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate.

At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say “Hold” in a loud voice when the number is called. The article will then be removed automatically from the Consent Agenda and restored to its original place in the warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial items.

**Operating Budget:** The operating budget for the Town is somewhat different from other articles. This article is moved and presented by the Finance Committee and the Finance Committee may speak to individual line items. During debate, the elected or appointed officials or staff responsible for the various line items may also speak to their department’s budget. One note concerning the school budgets: while detail information may be presented in the warrant, by state law only the bottom line of the regional school assessment is voted by Town Meeting.

**Quorum:** There is no quorum required for any session of Town Meeting. So long as the Town Clerk is present, the Moderator can call a session to order at his discretion no matter how few voters are present, and the actions taken will be perfectly legal.

**Reconsideration:** Unless the Town Meeting votes to set rules otherwise, an article may be reconsidered on any night of the Town Meeting in which it was originally voted. The Town can vote to amend or defeat an article that has already passed, or re-vote and pass an article that was previously defeated. Each Town Meeting has the right to set its own rules on reconsideration for that meeting.

### **Selected Common Parliamentary Motions:**

***I move that this meeting be dissolved:*** This motion, if passed, ends the Town Meeting. It is in order only when all articles on the warrant have been disposed of in some way. It cannot be debated or amended and takes a simple majority.

***I move to lay on the table:*** This motion, if passed, ends debate on the motion on the floor without any action. It cannot be debated or amended and takes a two-thirds majority to pass. If it passes, and Town Meeting ends without the motion being taken back off the table, the article is effectively defeated.

***I move to take Article \_\_\_\_ off the table:*** This motion, if passed, brings an article back before Town Meeting for debate on the motion and action. It cannot be debated or amended and takes only a simple majority to pass.

***I move the previous question:*** This motion, if passed, ends debate and forces an immediate vote on the article/amendment being debated. It cannot be debated or amended and takes a two-thirds majority to pass. If it fails, debate continues on the original item on the floor. Since this is a highly privileged motion, and a two-thirds vote is a high threshold, the Moderator will usually accept this motion unless it is extremely clear that both sides of an argument have not been heard.

***I move that debate on the pending motion be limited to \_\_\_\_minutes or \_\_\_\_minutes per speaker:*** This motion, if passed, sets the clock ticking on a debate. It cannot be debated or amended and takes a two-thirds majority to pass. It can be undone by a motion to “**extend debate**” which is not debatable or amendable and also takes a two-thirds vote. [Note: this is a motion that has seldom, if ever, been used in Boxborough during the last 25 years.]

***I move that the pending motion be amended by...:*** This motion, if passed, changes the content of the motion being debated. Once the motion to amend is made and seconded, debate ceases on the main motion until the motion to amend is voted up or down. The motion to amend can be debated, and takes a majority vote to pass no matter what vote is needed to pass the original motion.

***I move reconsideration of Article \_\_\_\_:*** This motion, if passed, nullifies a previous vote of Town Meeting and brings a previously passed or defeated article back to the floor for debate a second time. This article can be debated, and cannot be amended. Unless the Town Meeting votes to set rules otherwise, in Boxborough it is always in order and takes a simple majority to pass. If the reconsideration article passes, it is as if the earlier debate and vote never took place.

***Point of order:*** This is the one time that a speaker at a microphone can be interrupted from the floor. This is not really a motion at all but a question or comment, and thus cannot be debated or voted. The Moderator will immediately stop discussion, listen to the point of order and rule on it. Points of order could relate to the right of the speaker to the floor, the germaneness of the speaker’s comments to the article under consideration, proper procedure, conduct of a speaker, or an error on the part of the Moderator.

#### **Selected Quotes:**

**“It has been said that democracy is the worst form of government except for all those other forms that have been tried from time to time.”** Sir Winston Churchill, Speech in House of Commons 1947.

**“We were all friends and neighbors before this meeting; after this meeting we will still be neighbors; hopefully we will still be friends.”** Reginald C. (Reg) Brown, Boxborough Town Moderator 1977 to 2005.

**“Civility at Town Meeting is not an option.”** Various and sundry Town Moderators in Massachusetts.

*Prepared by the Boxborough Moderator John Fallon with assistance from a great many people*



## **Boxborough Annual Town Meeting**

Town Meeting has a Facebook page. Please be sure to visit <https://www.facebook.com/Boxborough-Town-Meeting-664470497064775/>

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The Town Moderator will be holding the Town's annual Pre-Town Meeting Forum, in conjunction with the Boxborough Leadership Forum meeting, at 7:00 PM on Tuesday, April 25th at the Sargent Memorial Library.

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The Town Moderator and Town Administrator will provide a preview of Town Meeting, which will be available on demand at BXB-TV (<https://bxbtv.viebit.com/index.php>) starting on May 1.

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A number of Town Meeting presentations will be available from the Town's website before Town Meeting. Please look for an announcement on the home page at [boxborough-ma.gov](http://boxborough-ma.gov).

## **RESIDENT INTEREST FORM**

*The Board of Selectmen continues to seek volunteers to staff the town's various boards and committees. Participation through membership on one of the town boards, committees or commissions will offer you a rewarding challenge, enabling you to share your talents and enthusiasm to help shape the town in which we live. The commitment of our dedicated volunteers is what helps maintain the community spirit in Boxborough.*

*Remember, town government is as strong, creative, and vibrant as its volunteers, who DO make a difference.*

*If you are interested in volunteering for a position on one of the town's boards, please complete the Resident Interest form on the following page.*

## ***Resident Interest Form***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Special Training/Education: \_\_\_\_\_

Experience/General Interest: \_\_\_\_\_

Amount of time available: \_\_\_\_\_

Date submitted: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Acton-Boxborough Cultural Council   | <input type="checkbox"/> Finance Committee                          |
| <input type="checkbox"/> Agricultural Commission             | <input type="checkbox"/> Historical Commission                      |
| <input type="checkbox"/> Board of Health*                    | <input type="checkbox"/> Land Stewards                              |
| <input type="checkbox"/> Board of Registrars                 | <input type="checkbox"/> Library Board of Trustees*                 |
| <input type="checkbox"/> Board of Selectmen*                 | <input type="checkbox"/> Personnel Board                            |
| <input type="checkbox"/> Boxborough Affordable Housing Trust | <input type="checkbox"/> Planning Board*                            |
| <input type="checkbox"/> Boxborough Building Committee       | <input type="checkbox"/> Public Celebrations & Ceremonies Committee |
| <input type="checkbox"/> Boxborough Emergency Reserve Corps  | <input type="checkbox"/> Recreation Commission                      |
| <input type="checkbox"/> Boxborough Housing Board            | <input type="checkbox"/> School Committee*                          |
| <input type="checkbox"/> Cemetery Commission                 | <input type="checkbox"/> Steele Farm Advisory Committee             |
| <input type="checkbox"/> Community Preservation Committee    | <input type="checkbox"/> Veterans Memorial Committee                |
| <input type="checkbox"/> Conservation Commission             | <input type="checkbox"/> Well-Being Committee                       |
| <input type="checkbox"/> Council on Aging                    | <input type="checkbox"/> Zoning Board of Appeals                    |
| <input type="checkbox"/> Design Review Board                 |   |
| <input type="checkbox"/> Energy Committee                    |   |

Filling out this form does not ensure appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee, please fill out this form and mail to: **Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719** or email a scanned copy to [sshaw@boxborough-ma.gov](mailto:sshaw@boxborough-ma.gov)

**\*Indicates an elected board**



## Town Hall Business Hours

**Please note that Town Hall is now open to the public on Friday from 8 AM – 12 PM.**

<b>General Hours</b>	Monday–Thursday	8:00 a.m.–4:00 p.m.
	Friday	8:00 a.m.–Noon
<b>Assessor</b>	Monday	8:00 a.m.–7:00 p.m.
	Tuesday–Friday	General Hours
<b>Building Department</b>	Monday	8:00 a.m.–7:00 p.m.
	Tuesday–Friday	General Hours
<b>Community Services Coordinator</b>	Tuesday & Thursday	8:00 a.m.–4:00 p.m.
<b>Conservation/ZBA</b>	Monday–Wednesday	8:30 a.m.–4:30 p.m.
	Thursday	Noon–4:00 p.m.
<b>Town Clerk</b>	Monday	9:00 a.m.–2:00 p.m. 6:00 p.m.–8:00 p.m.
	Tuesday–Thursday	9:00 a.m.–2:00 p.m.
	Friday	9:00 a.m.–Noon
<b>Tax Collector/Treasurer</b>	Monday	8:00 a.m.–7:00 p.m.
	Tuesday–Friday	General Hours
<b>Veterans Agent</b>	Wednesday	9:00 a.m.–11:00 a.m.
<b>Nashoba Board of Health Agent</b>	Tuesday	1:30 p.m.–3:30 p.m.
<b>Nashoba Board of Health Nurse</b>	4th Tuesdays	10:00 a.m.–Noon
<p style="text-align: center;"><i>Other hours by appointment</i>  <b>Main Phone Number: 978-264-1700</b>  <b>Website: <a href="http://www.boxborough-ma.gov">www.boxborough-ma.gov</a></b></p>		

## Library Hours

<b>Sargent Memorial Library</b> 978-263-4680	Monday–Thursday	10:00 a.m.–8:00 p.m.
	Saturday (September–June)	10:00 a.m.–3:00 p.m.

## Town Phone Directory

In order to serve you more efficiently, you may now dial Town Hall staff directly, using the numbers listed below. Phone numbers for other town departments are also listed.

### The main number for Town Hall is 978-264-1700

For personal assistance dial "0" after main number

### Town Staff Department Direct Dial Numbers

Assessor	978-264-1720	Ruth Anderson
Assessor Support	978-264-1721	Cassy Bosworth
Board of Health	978-264-1726	Julie Pratt
Community Services Coordinator	978-264-1730	Lauren Abraham
Conservation Commission Support	978-264-1722	Mary Nadwairski
Council on Aging	978-264-1717	Laura Arsenault
Inspector of Buildings	978-264-1725	Gerry Noel
Inspectional Services Support (Building, Electrical & Plumbing)	978-264-1726	Julie Pratt
Town Accountant	978-264-1716	Jennifer Barrett
Town Accountant Support	978-264-1721	Cassy Bosworth
Town Administrator	978-264-1712	Selina Shaw
Town Administrator Support	978-264-1714	Cheryl Mahoney
Town Clerk	978-264-1727	Elizabeth Markiewicz
Town Clerk Support	978-264-1724	Karen Guzzardi
Town Planner	978-264-1723	Adam Duchesneau
Town Treasurer/Tax Collector	978-264-1715	Patrick McIntyre
Town Treasurer/Tax Collector Support	978-264-1724	Karen Guzzardi
Veterans' Agent Support	978-264-1726	Julie Pratt
Zoning Board of Appeals Support	978-264-1722	Mary Nadwairski
Town Hall FAX	978-264-3127	

### Town Website and Email Addresses

The Town website, which includes email addresses for Town employees, is [www.boxborough-ma.gov](http://www.boxborough-ma.gov)

Town Hall employees may also be contacted by email, using the person's first initial and last name as follows: [initiallastname@boxborough-ma.gov](mailto:initiallastname@boxborough-ma.gov).

For example, Assessor Ruth Anderson's email address is [randerson@boxborough-ma.gov](mailto:randerson@boxborough-ma.gov)

### Other Town Department Business Phone Numbers

Fire	978-264-1770	Randolph T. White, Fire Chief
Police	978-264-1750	Warren B. Ryder, Police Chief
Public Works	978-264-1790	Tom Garmon, DPW Director
A-B Regional School District	978-264-4700	Dr. Glenn Brand, Superintendent
Blanchard Memorial School	978-263-4569	Dana Labb, Principal
Sargent Memorial Library	978-263-4680	Maureen Strapko, Library Director
Animal Control Officer ( <i>Public Safety Dispatch</i> )	978-264-1750	Dogs & Cats – Phyllis Tower Other Animals – Donnie Morse

**For all Emergency Services, Call 9-1-1**



**Town of Boxborough  
29 Middle Road  
Boxborough, MA 01719**

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Acton, MA  
Permit No. 26

**Please bring this to Town Meeting**

**VISIT THE BOXBOROUGH WEB AT [www.boxborough-ma.gov](http://www.boxborough-ma.gov)**